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| **Document Information** | |
| **Title:** | HR SOP |
| **Version:** | Version 1.0 |
| **Date:** | 30.10.2024 |
| **Prepared By:** | Arnab Sarkar |
| **Approved By:** | Sohini Chakraborty |
| **Introduction** | |
| The HR department ensures smooth operations by managing recruitment, employee relations, training, and compliance. This SOP (Standard Operating Procedure) is vital for establishing clear, consistent processes that reduce errors, enhance efficiency, and support fair treatment across the organization. It also promotes accountability and aligns HR practices with company goals. | |
| **Detail Procedures** | |
| **Onboarding:** | Prepare documents, introduce team, outline job roles, provide essential training, set up work tools, and ensure a welcoming experience. |
| **Performance Reviews:** | Conduct weekly evaluations by setting clear objectives, gathering feedback, assessing performance, discussing results, and setting future goals collaboratively. |
| **Employee Benefits Management:** | Administer benefits by enrolling employees, tracking eligibility, updating records, communicating options, handling claims, and addressing queries promptly and accurately. |
| **Other Procedures:** | Handle onboarding, employee records, policy compliance, conflict resolution, and payroll management, off-boarding, training, and development to maintain a productive work environment. |
| **Compliance and Legal Considerations** | |
| All the HR and Employee Policies and the Employee Data Privacy Policy of the organization will be maintained. | |
| **Review and Update Process** | |
| Review Date: 31.10.2024  Process: After the aforementioned manager's review, the required changes will be made by Arnab Sarkar.  Update Date: Within 01.11.2024 | |

**Approval Signature:**

[Signature] [Name] [Position] [Date]