HR Policy for Software Developers (Frontend/Backend)

1. Purpose This policy outlines the guidelines for remote work and employee performance evaluation for software developers specializing in frontend and backend roles. The goal is to foster productivity, ensure accountability, and promote a healthy work-life balance.

---

2. Scope This policy applies to all software developers (frontend and backend) employed full-time, part-time, or on a contract basis within the organization.

---

3. Remote Work Policy

3.1 Eligibility

- Employees must have completed their probationary period.
- Employees must have access to a secure and reliable internet connection and appropriate hardware.
- The nature of tasks and project requirements must be suitable for remote execution.

3.2 Work Hours

- Core hours: Employees must be available online from 09:00 AM to 4:00 PM (local time).
- Flexibility is allowed beyond core hours, provided deadlines and deliverables are met.

3.3 Communication Tools

- Teams or Slack for daily communication.
- Zoom or Google Meet for team meetings and one-on-one discussions.
- JIRA, Trello, or equivalent tools for project management.

3.4 Performance Expectations

- Developers are expected to provide daily status updates on assigned tasks.
- Regular code commits must reflect consistent progress.
- Participation in team stand-ups and project retrospectives is mandatory.

3.5 Data Security

- Employees must adhere to the organization's cybersecurity policy.
- Only company-provided tools and platforms should be used for official work.
- Confidential information must not be shared outside approved channels.

Boron Corporation

3.6 Approval Process

- Employees must submit a formal request to work remotely to their immediate supervisor.

- Supervisors may approve or deny the request based on team and project needs.

4. Employee Performance Evaluation Policy

4.1 Key Performance Indicators (KPIs)

- Code quality and adherence to coding standards.

- Timely completion of tasks and meeting project deadlines.

- Problem-solving skills and contribution to code reviews.

- Collaboration and communication within the team.

- Continuous learning and professional development.

4.2 Evaluation Frequency

- Performance reviews will be conducted quarterly.

- Annual reviews will include a summary of quarterly evaluations.

4.3 Feedback Mechanism

- Supervisors will provide constructive feedback during one-on-one sessions.

- Employees will have an opportunity to self-assess and share insights on their performance.

- A 360-degree feedback approach may be adopted for senior developers.

4.4 Performance Improvement Plan (PIP)

- Employees failing to meet expectations will be placed on a PIP.

- Clear objectives, timelines, and support measures will be defined.

- Progress will be reviewed bi-weekly.

5. Communication Plan for Policy Implementation

5.1 Stakeholder Involvement

- HR and department heads will collaborate to ensure seamless rollout.

- Supervisors will be briefed on policy specifics and their responsibilities.

5.2 Announcement

- The policy will be shared with all employees via email and posted on the company intranet.

- A dedicated Q&A session will be organized within two weeks of the announcement.

Boron Corporation

5.3 Training

- Training sessions on tools for remote work and performance management will be provided.

- Workshops on cybersecurity and data protection will be conducted.

5.4 Feedback Collection

- Employees can share concerns or suggestions via anonymous surveys.

- Regular town halls will address feedback and refine policies if necessary.

5.5 Monitoring and Reporting

- The HR team will monitor policy adherence and its effectiveness.

- Bi-annual reports on remote work outcomes and performance trends will be shared with leadership.

---

6. Policy Review and Updates This policy will be reviewed annually to incorporate employee feedback, technological advancements, and industry best practices. Updates will be communicated promptly to all employees.

Effective Date: 31st December 2024

Authorized By: HR Manager – Boron Corporation

Contact Information: For questions or clarifications, contact HR at info@boroncorp.org