

# Human Resources Policy Manual

[Your Company Name]

Effective Date: [DD-MM-YYYY]

Version: 1.0

This HR Policy Manual provides guidelines on workplace conduct, employee rights, responsibilities, and company expectations. All employees are expected to adhere to these policies.

## **HR Policy Manual - [Your Company Name]**

### **1. Company Overview**

[Your Company Name] is committed to fostering a positive, inclusive, and productive work environment.

We value innovation, collaboration, and respect.

### **2. Our Vision & Mission**

Vision: To be a leader in [industry] by empowering our people and delivering value to our clients.

Mission: To nurture talent, encourage growth, and maintain a culture of integrity and excellence.

### **3. Our Core Values**

- Integrity
- Respect
- Accountability
- Teamwork
- Innovation

## **HR Policy Manual - [Your Company Name]**

### **4. Employment Classification**

- Full-Time
- Part-Time
- Intern
- Contractual

### **5. Equal Opportunity Employment**

We provide equal employment opportunities without regard to race, color, religion, gender, age, disability, or any other protected status.

### **6. Code of Conduct**

Employees are expected to conduct themselves ethically, respect colleagues, and maintain professionalism.

### **7. Probation and Confirmation**

A standard probation period of [e.g. 3 months] applies to new employees. Confirmation is subject to performance evaluation.

## **HR Policy Manual - [Your Company Name]**

### **8. Working Hours**

- Standard work hours: [e.g. 9:00 AM - 6:00 PM]
- Lunch break: 1 hour

### **9. Attendance & Punctuality**

- Employees must report on time.
- Absences should be communicated in advance.

### **10. Leave Policy**

- Casual Leave: 12 days/year
- Sick Leave: 10 days/year
- Earned Leave: 15 days/year
- Maternity/Paternity Leave: As per applicable laws

## **HR Policy Manual - [Your Company Name]**

### **11. Salary Structure**

- Monthly salary paid on [e.g. 1st working day of each month]
- Includes basic pay, allowances, and statutory deductions

### **12. Performance Appraisal**

- Annual performance reviews
- Promotions and increments based on merit

### **13. Benefits**

- Health Insurance
- Provident Fund
- Gratuity
- Work-from-home (as applicable)

## **HR Policy Manual - [Your Company Name]**

### **14. Anti-Harassment Policy**

Zero tolerance for harassment of any kind. Complaints will be handled confidentially.

### **15. Disciplinary Actions**

Violations of company policy may lead to:

- Verbal/Written Warnings
- Suspension
- Termination

### **16. Confidentiality Agreement**

Employees must protect company and client data. Non-disclosure is mandatory.

### **17. Use of Company Assets**

Company laptops, phones, and data should be used strictly for official work.

## **HR Policy Manual - [Your Company Name]**

### **18. Resignation Process**

- Minimum [e.g. 30 days] notice period required
- Exit interview and clearance mandatory

### **19. Termination of Employment**

- May occur due to misconduct, poor performance, or redundancy
- Final settlement within [e.g. 45 days]