Company Policy - HR

1. Leave and Attendance Management:
- HR is responsible for maintaining leave balances.
- Monthly reports must be generated and shared with department heads.

2. Employee Onboarding:
- HR must ensure all new hires complete onboarding within the first week.
- ID cards, email access, and HRMS credentials must be issued on Day 1.

3. Payroll & Benefits:
- Payroll must be processed by the 28th of each month.
- All reimbursements, bonuses, and tax deductions must be accurately calculated.

4. Grievance Handling:
- HR must resolve grievances within 5 working days.
- Maintain confidentiality and detailed documentation of each case.

5. Exit Formalities:
- HR must ensure exit interviews are scheduled before the last working day.
- Final settlement must be completed within 15 days.

6. Policy Communication:
- HR must inform employees of any policy changes via email and the intranet.
- All documents must be version-controlled and dated.

7. Compliance & Legal:

- Maintain updated labor law posters in all office locations.
- Report compliance status to the legal department quarterly.

8. Training & Wellness:
- Organize monthly wellness sessions and quarterly training programs.
- Maintain attendance and feedback records for each event.

9. Employee Database:
- Update employee records on the HRMS platform weekly.
- Ensure backup and data privacy compliance.

10. Internal Communication:
- HR must send monthly newsletters with birthdays, new joiners, and updates.
- Celebrate company milestones and cultural events.