

Human Resources (HR) Policy - Demo Overview

Objective

The HR policy acts as a guiding framework to promote fairness, consistency, and transparency across the workplace. It sets standards for employee behavior, work ethics, and compliance with regulations.

Applicability

These guidelines cover all categories of staff including full-time employees, interns, and contractual workers.

Professional Conduct

All staff are expected to act with integrity, respect, and professionalism. Any form of harassment, bias, or misconduct is strictly prohibited.

Work Schedule & Attendance

The regular workweek is 40 hours. Employees should maintain punctuality, attendance, and notify supervisors in case of unavoidable absences.

Leave & Holidays

Team members are eligible for annual leave, medical leave, and official holidays in line with labor laws. All leave requests must be formally submitted for approval.

Data Protection

Confidential company information must be handled responsibly. Disclosure of sensitive data without authorization is not permitted.

Conflict Resolution

Employees can approach HR with concerns or grievances. Matters will be addressed with fairness, empathy, and confidentiality.

Review & Updates

The HR department will review and update this document periodically to reflect organizational and legal changes.