

Human Resources Policy Document

1. Introduction

This Human Resources Policy document outlines the policies, procedures, and guidelines governing employment at **[Company Name]**. These policies are designed to promote a fair, respectful, and productive work environment and to ensure compliance with applicable labor laws.

2. Employment Policy

All employment at **XYZ Company** is based on merit, qualifications, and business needs. The company follows equal opportunity employment practices and prohibits discrimination based on race, gender, age, religion, disability, or any other protected status.

3. Working Hours & Attendance

Employees are expected to adhere to the official working hours of **[e.g., 9:30 AM – 6:30 PM, Monday to Friday]**. Regular attendance and punctuality are essential. Any absence or delay must be informed to the reporting manager in advance.

4. Leave Policy

Employees are entitled to leave as per company guidelines:

- **Casual Leave (CL):** For personal or urgent matters
- **Sick Leave (SL):** For health-related reasons
- **Earned Leave (EL):** Accrued based on service duration

All leave requests must be applied through the designated leave management system and approved by the reporting manager.

5. Code of Conduct

Employees must maintain professionalism, integrity, and ethical behavior at all times. Any form of misconduct, harassment, or inappropriate behavior may lead to disciplinary action.

6. Anti-Harassment Policy

XYZ Company is committed to providing a safe and harassment-free workplace. Any form of verbal, physical, or psychological harassment will not be tolerated. Complaints will be handled confidentially and investigated promptly.

7. Performance Management

Employee performance is reviewed periodically based on predefined objectives, quality of work, and behavioral standards. Performance reviews help identify growth opportunities, training needs, and career progression.

8. Compensation & Benefits

Employees will be compensated as per their role, experience, and performance. Salary payments will be processed monthly. Benefits may include health insurance, bonuses, paid leave, and other perks as applicable.

9. Confidentiality & Data Protection

Employees must maintain confidentiality of company information, client data, and intellectual property. Unauthorized disclosure may result in disciplinary or legal action.

10. IT & Asset Usage Policy

Company-provided assets such as laptops, email, and software must be used strictly for official purposes. Misuse or unauthorized access to company systems is prohibited.

11. Disciplinary Action

Violation of company policies may result in disciplinary measures including warning, suspension, or termination depending on the severity of the offense.

12. Resignation & Termination

Employees must provide **[notice period, e.g., 30 days]** written notice before resignation. The company reserves the right to terminate employment in accordance with company policy and legal requirements.

13. Policy Amendments

XYZ Company reserves the right to modify, update, or revise these policies at any time to meet business or legal requirements.
