

# 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.

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## 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.

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## 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.

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## 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.

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## 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.

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## **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.

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## **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.

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## **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.

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## **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.

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## **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.

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## 11. Disciplinary Action

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

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## 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.

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## 13. Policy Amendments

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

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