

****HR POLICY – PAGE 1: INTRODUCTION & VALUES****

This HR Policy outlines the key rules, standards, and expectations for all employees.

****1. Purpose****

- Ensure a safe, respectful, and productive workplace.
- Provide clarity on employee responsibilities and company commitments.

****2. Company Values****

- Integrity
- Accountability
- Teamwork
- Respect
- Continuous Improvement

****HR POLICY – PAGE 2: WORKPLACE CONDUCT****

****1. Code of Conduct****

Employees must maintain professional behavior at all times.

****2. Anti-Harassment****

- Zero tolerance for harassment, discrimination, or bullying.
- Immediate reporting to HR is required.

****3. Attendance & Punctuality****

- Employees must follow assigned work schedules.
- Repeated unapproved leave may result in disciplinary action.

****HR POLICY – PAGE 3: LEAVE POLICY****

****1. Annual Leave****

- Employees are entitled to yearly paid leaves as per company rules.

****2. Sick Leave****

- Sick leave should be supported with medical documentation if required.

****3. Emergency Leave****

- Granted for unforeseen urgent situations, subject to approval.

****4. Public Holidays****

- All employees receive paid public holidays as declared by the company.

****HR POLICY – PAGE 4: PERFORMANCE & DISCIPLINE****

****1. Performance Reviews****

- Conducted quarterly or annually.

****2. Probation****

- New employees undergo a probation period for performance evaluation.

****3. Disciplinary Actions****

- Verbal Warning
- Written Warning
- Suspension
- Termination

Decisions depend on severity and frequency of violations.

****HR POLICY – PAGE 5: DATA PRIVACY & EXIT POLICY****

****1. Confidentiality****

- Employees must protect company data and not share any sensitive info.

****2. IT & Device Usage****

- Company devices should only be used for official purposes.

****3. Resignation/Exit****

- Minimum notice period as per employment contract.
- Final settlement is processed after clearance.

****End of HR Policy Document****