

## **\*\*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\*\***