

Example HR Policy

1. Purpose

This policy outlines expectations regarding employee conduct, workplace behavior, and company values.

2. Working Hours

Employees are expected to work their scheduled hours. Flexible arrangements may be approved by managers.

3. Code of Conduct

All employees must act professionally, respect colleagues, and comply with company rules.

4. Leave and Absences

Employees must follow established procedures when requesting vacation, sick leave, or other absences.

5. Anti-Discrimination

The company prohibits discrimination or harassment of any type and maintains a zero-tolerance stance.

6. Safety

Employees are responsible for following safety guidelines and reporting hazards.

7. Policy Review

This policy may be updated periodically. Employees will be notified of changes.