

ABC Company HR Policies (Set of 10)

1. Working Hours Policy: Employees are expected to work 8 hours per day, Monday to Friday.
2. Leave Policy: Employees are entitled to 21 paid leaves annually.
3. Attendance Policy: Late arrival beyond 3 occurrences per month requires supervisor review.
4. Dress Code Policy: Business casual attire is required on weekdays.
5. Work From Home Policy: Maximum 2 approved work-from-home days per month.
6. Confidentiality Policy: Employees must not share company internal data with external parties.
7. Device Usage Policy: Company laptops should not be used for personal work or entertainment.
8. Internet Usage Policy: Access to unauthorized websites is restricted and monitored.
9. Performance Review Policy: Performance evaluations are conducted twice a year.
10. Code of Conduct Policy: Employees must maintain professionalism in communication and behavior.