

# **ABC Company HR Policies (Set of 15)**

1. Travel Reimbursement Policy: Claims must be submitted within 30 days with receipts.
2. Meal Allowance Policy: Employees traveling for work may claim meal expenses up to the set limit.
3. Remote Work Security Policy: VPN must be used when accessing internal systems remotely.
4. Training & Development Policy: Employees can request skill-based training approval from HR.
5. Project Handover Policy: A documented handover is required before leaving a project.
6. Client Communication Policy: Only authorized personnel may communicate with clients.
7. Data Backup Policy: Important files must be stored only in approved company cloud systems.
8. Anti-Harassment Policy: The company maintains zero tolerance for workplace harassment.
9. Annual Bonus Policy: Annual bonuses are performance and company-profit dependent.
10. Expense Approval Policy: Any expenses above the defined threshold require managerial approval.
11. Health & Safety Policy: Employees must follow all onsite safety guidelines.
12. Asset Return Policy: Company property must be returned upon exit or role change.
13. ID Card Usage Policy: Employees must display ID cards on company premises.
14. Meeting Etiquette Policy: Employees must join meetings on time and stay fully present.
15. Resignation & Notice Policy: A minimum 30-day notice period is required unless exempted.