

ABC Company - Employee HR Policies

1. Working Hours Policy: Employees must work a minimum of 8 hours per day and 40 hours per week unless otherwise approved by HR.
2. Attendance & Punctuality: Employees must follow the assigned shift timing. More than 3 late logins in a month will trigger a warning.
3. Leave & Absenteeism: Employees must apply for leave in advance. Unauthorized absence for more than 2 consecutive days will be considered leave without pay.
4. Salary Confidentiality: Employees should not discuss salary details with colleagues. Violation may result in disciplinary action.
5. Managerial Reporting Compliance: Employees must report to their assigned manager as per the org structure. Working under a different manager without HR approval is not allowed.
6. Employee Behavior & Code of Conduct: Employees must maintain respectful workplace behavior. Harassment or discrimination is strictly prohibited.
7. Remote Work Policy: Employees working remotely must remain available during working hours and maintain productivity standards.
8. Data Privacy & Security: Company data, credentials, and confidential documents must not be shared externally without authorization.
9. Expense & Reimbursement Policy: Employees must submit valid receipts for business expense claims within 30 days.
10. Performance Improvement Policy: Employees with continuously low performance will be put on a Performance Improvement Plan (PIP) for 60 days.