

HR POLICY MANUAL

Stark Industries

(Information Technology Services Company)

Document Control

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 - **Approved By:** Management
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1. INTRODUCTION

1.1 Purpose

The purpose of this Human Resource (HR) Policy Manual is to define and communicate the policies, procedures, and guidelines governing employment at **[Company Name]**. The policy ensures consistency, transparency, and fairness in managing employees while maintaining a productive and respectful workplace.

1.2 Scope

This policy applies to all employees of the company, including:

- Full-time employees
 - Part-time employees
 - Contract employees
 - Interns and trainees
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2. EMPLOYMENT POLICIES

2.1 Employment Categories

Employees may be hired under the following categories:

- Full-Time Employment
- Part-Time Employment
- Contractual Employment
- Internship / Traineeship

Employment terms will be defined in the appointment letter.

2.2 Equal Employment Opportunity

[Company Name] is an equal opportunity employer. Employment decisions are made without discrimination based on:

- Gender
- Age
- Religion
- Caste or ethnicity
- Disability
- Sexual orientation
- Marital status

Discrimination of any kind is strictly prohibited.

2.3 Background Verification

Employment is subject to successful verification of:

- Identity documents
- Educational qualifications
- Previous employment (if applicable)

False information may result in termination.

3. WORKING HOURS & ATTENDANCE

3.1 Working Hours

- Working Days: Monday to Friday
- Working Hours: 9:30 AM to 6:30 PM
- Break: 1-hour lunch break

Saturday and Sunday are weekly offs unless otherwise required by business needs.

3.2 Remote / Hybrid Work Policy

Remote or hybrid work may be permitted based on:

- Role requirements
- Manager approval
- Business needs

Employees must be available during core working hours (11:00 AM – 4:00 PM).

3.3 Attendance

- Attendance is monitored through internal systems
 - Employees must adhere to reporting times
 - Repeated late arrivals or absenteeism may attract disciplinary action
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4. LEAVE POLICY

4.1 Types of Leave

Type of Leave	Entitlement
Casual Leave	12 days per year
Sick Leave	10 days per year
Earned Leave	15 days per year
Public Holidays	As per company calendar
Maternity Leave	As per applicable law
Paternity Leave	5 working days

4.2 Leave Application

- Leave requests must be submitted in advance
 - Sick leave should be informed at the earliest
 - Approval is subject to manager discretion
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5. COMPENSATION & BENEFITS

5.1 Salary Administration

- Salaries are paid monthly via bank transfer
 - Salary slips will be issued electronically
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5.2 Performance Appraisal

- Performance reviews are conducted annually
 - Appraisals are based on:
 - Individual performance
 - Skill development
 - Business contribution
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5.3 Employee Benefits

- Health insurance coverage
 - Paid leaves
 - Learning and development opportunities
 - Performance-based incentives (if applicable)
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6. CODE OF CONDUCT

6.1 Professional Conduct

Employees are expected to:

- Act professionally and ethically
 - Maintain respectful communication
 - Follow company rules and values
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6.2 Workplace Harassment

The company maintains a zero-tolerance policy toward:

- Harassment
- Bullying
- Discrimination

Complaints will be handled confidentially and fairly.

7. IT & DATA SECURITY POLICY

7.1 Company Assets

- Laptops, software, and email accounts are company property
 - Assets must be used responsibly and returned upon exit
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7.2 Data Protection & Confidentiality

Employees must:

- Protect company and client data
- Not disclose confidential information
- Follow cybersecurity and data protection guidelines

Violation may lead to disciplinary action or termination.

8. INTERNET & EMAIL USAGE POLICY

- Company internet is for official use
 - Limited personal use is acceptable
 - Accessing illegal or inappropriate content is prohibited
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9. PERFORMANCE MANAGEMENT & DISCIPLINE

9.1 Performance Expectations

Employees are expected to:

- Meet assigned deadlines
 - Maintain quality standards
 - Communicate progress effectively
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9.2 Disciplinary Action

Depending on severity, actions may include:

1. Verbal warning
 2. Written warning
 3. Suspension
 4. Termination
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10. TRAINING & DEVELOPMENT

The company encourages continuous learning through:

- Internal training programs
 - External courses and certifications (subject to approval)
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11. GRIEVANCE REDRESSAL

Employees may raise grievances related to:

- Work environment
- Compensation
- Managerial concerns

Grievances should be reported to HR or management and will be addressed promptly.

12. HEALTH & SAFETY

- The company ensures a safe working environment
 - Employees must follow safety and emergency procedures
 - Any hazards must be reported immediately
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13. RESIGNATION & TERMINATION

13.1 Resignation

- Notice period: 30 days (unless stated otherwise)
 - Formal resignation email is mandatory
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13.2 Termination

Employment may be terminated due to:

- Poor performance
- Policy violations
- Misconduct

As per company rules and applicable laws.

14. CONFIDENTIALITY & NON-DISCLOSURE

Employees must not disclose company or client information during or after employment. Non-compliance may lead to legal action.

15. POLICY AMENDMENT

[Company Name] reserves the right to modify this policy at any time. Employees will be informed of changes accordingly.

16. ACKNOWLEDGEMENT

I acknowledge that I have read and understood the HR Policy Manual of **[Company Name]** and agree to comply with the policies outlined herein.

Employee Name:

Employee Signature:

Date:
