**Comprehensive HR Standard Operating Procedures for Effective Workforce Management**

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| **Document Information** | |
| **Title:** | HR SOP |
| **Version:** | Version 1.0 |
| **Date:** | 7/11/2024 |
| **Prepared By:** | Sohini Chakraborty |
| **Approved By:** | Joyee Richard |
| **Introduction** | |
| The HR department plays a significant role in maintaining employee relations, recruitment, training, and compliance with company terms and policies. This SOP ensures standardized processes, improving efficiency, consistency, and legal compliance of the organization. It provides guidance to the HR staff in handling tasks effectively, fostering a positive work environment and supporting overall organizational goals. | |
| **Detail Procedures** | |
| **Onboarding:** | Prepare essential documents, introduce new joiners to the company policies conduct orientation sessions and assign necessary training to the employees. |
| **Performance Reviews:** | Involves in setting clear objectives, constant feedback sessions, giving formal reviews to assess employee progress and assessing performance, discussing results, and setting future goals collaboratively. |
| **Employee Benefits Management:** | Maintaining benefits for the employee, involves HR enrolling, managing appropriate records and addressing queries |
| **Other Procedures:** | Managing employee leave requests, handling disciplinary actions, overseeing safety protocols and maintaining accurate records |
| **Compliance and Legal Considerations** | |
| All the HR and Employee Policies and the Employee Data Privacy Policy of the organization will be maintained. | |
| **Review and Update Process** | |
| Review Date: 7/11/2021  Process: After the manager’s review the required changes will be made by Sohini Chakraborty. | |

**Approval Signature:**

[Signature] [Name] [Position] [Date]