

Company HR Policy Handbook

1. Introduction

This HR Policy Handbook outlines the rules, regulations, and policies applicable to all employees of the company. It aims to ensure fairness, consistency, and clarity in all aspects of employment, benefits, and responsibilities.

2. Working Hours and Attendance

- Standard working hours: 9:00 AM to 6:00 PM, Monday to Friday. - Employees are expected to maintain 8 hours of productive work daily, excluding lunch and tea breaks. - Flexible working arrangements may be considered on a case-by-case basis. - Attendance will be tracked through biometric or digital systems.

3. Leave Policy

- Casual Leave: 12 days per year, not exceeding 3 consecutive days at a time. - Sick Leave: 10 days per year, with medical certificate required if more than 2 consecutive days. - Earned/Privilege Leave: 15 days per year, can be carried forward up to 45 days. - Maternity Leave: 26 weeks with full pay, as per Maternity Benefit Act. - Paternity Leave: 5 days with full pay, applicable within 6 months of childbirth.

4. Holidays

The company observes 12 public holidays per calendar year, including national holidays (Independence Day, Republic Day, Gandhi Jayanti) and regional/state-specific holidays as applicable. Holiday list will be circulated at the beginning of each year.

5. Probation and Confirmation

- All new employees will undergo a probation period of 6 months. - Performance evaluation will be conducted at the end of probation. - Successful employees will receive a confirmation letter and become eligible for full benefits.

6. Employee Benefits

- Health Insurance: Coverage for employee, spouse, and up to 2 children. - Provident Fund: Mandatory PF contributions as per government norms. - Gratuity: Payable to employees completing 5 years of continuous service. - Performance Bonus: Based on annual appraisal ratings and company performance.

7. Code of Conduct

- Employees must maintain professional behavior at all times. - Harassment, discrimination, and offensive behavior will not be tolerated. - Confidential company data should not be disclosed without authorization. - Conflicts of interest must be declared immediately to HR.

8. Resignation and Exit Policy

- Employees must provide a minimum of 60 days written notice before resignation. - HR will conduct an exit interview to gather feedback. - All company assets (laptops, ID cards, etc.) must be returned before the final settlement. - Experience letters and relieving documents will be issued after clearance.

9. Disciplinary Actions

- Minor Misconduct: Verbal or written warning. - Major Misconduct: Suspension or termination. - The company reserves the right to take legal action for breaches of law or serious violations of policy.

10. Conclusion

This HR Policy Handbook serves as a guide for all employees. The company may update or amend policies from time to time. Employees will be notified of changes through official communication channels.