

SAMPLE HR POLICY – XYZ PVT LTD

1. WORKING HOURS

Employees shall work 9 AM to 6 PM, Monday to Friday.

Overtime may be requested, but is voluntary.

No formal provision for maximum weekly hours is defined.

2. WAGES

Employees are paid on a monthly basis through bank transfer.

The company may decide wages based on negotiation.

No mention of minimum wages or statutory wage notifications.

3. LEAVE

Each employee is entitled to 10 casual leave days per year.

No mention of sick leave, maternity leave, or national holidays.

4. CHILD & ADOLESCENT LABOUR

The company may hire interns from 15 years of age for clerical tasks.

5. DISPUTE RESOLUTION

Any disputes shall be handled internally by the HR department.

No mention of labour courts or statutory grievance redressal.