

# HR Policy Handbook (Sample)

Welcome to the Human Resources Policy Handbook. This document provides an overview of the key HR policies that ensure a healthy and compliant workplace.

## Company Values and Code of Conduct

- Respect and integrity in the workplace
- Equal opportunity employment
- Zero tolerance for harassment

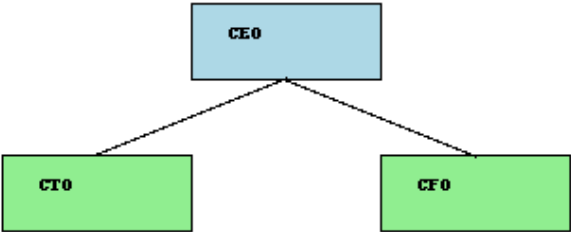
## Leave Policy

Leave Type	Days per Year	Eligibility
Casual Leave	12	All employees
Sick Leave	10	All employees
Maternity Leave	26	Female employees
Paternity Leave	7	Male employees

## Work Hours & Attendance

Employees are expected to work 9 hours a day with flexible log-in times between 8 AM and 10 AM. Biometric attendance is mandatory.

## Sample Organizational Chart



## Expense Reimbursement

Expense Type	Limit (INR)	Notes
Travel	5,000/day	Requires manager approval
Internet	1,000/month	For remote employees
Meals	500/day	For business meetings only

## Code of Ethics

Workplace Ethics: Honesty | Respect | Teamwork