

# **Sample Human Resources Policy Manual**

## **1. Purpose and Scope**

This HR Policy Manual sets out the guiding principles and procedures governing employment at Acme Corporation. It applies to all full-time, part-time, and temporary employees, as well as contractors and interns, across all office locations.

## **2. Employment Practices**

### **2.1 Equal Opportunity & Non-Discrimination**

Acme Corporation is an equal opportunity employer. We prohibit discrimination or harassment based on race, color, religion, gender identity, sexual orientation, age, disability, national origin, veteran status, or any other protected characteristic.

### **2.2 Recruitment & Onboarding**

All job openings will be posted internally for at least five business days before external recruitment. Hiring managers must use structured interview guides and scoring rubrics. Reference and background checks are mandatory. New hires attend a two-day onboarding program covering corporate culture, compliance training, benefits enrollment, and IT setup.

## **3. Work Hours, Attendance & Remote Work**

### **3.1 Standard Hours & Breaks**

Office Hours: 9:00 AM to 6:00 PM, Monday–Friday, with a one-hour unpaid lunch. Flex Time: Employees may shift start/end times by  $\pm 1$  hour with manager approval, provided core hours (10 AM–3 PM) are respected.

### **3.2 Attendance & Punctuality**

Regular attendance is essential. Unplanned absences must be notified to the manager at least one hour before the start of the shift. Habitual lateness (more than 3 instances in a 30-day period) may

trigger a performance discussion.

### **3.3 Remote & Hybrid Work**

After three months of employment, roles assessed as eligible may request hybrid or fully remote arrangements. A formal remote-work agreement outlines core hours, equipment responsibility, data-security requirements, and home office safety.

## **4. Compensation & Benefits**

### **4.1 Salary Administration**

Salaries are market-benchmarked annually. Employees are placed within salary bands according to role, experience, and performance. Employees are paid on the last business day of each month via direct deposit.

### **4.2 Performance Reviews & Increases**

Formal performance reviews occur bi-annually. Merit-based salary increases are awarded once per year during the budget cycle based on review ratings.

### **4.3 Employee Benefits**

Medical, dental, and vision coverage for employees and dependents effective on the first of the month following hire. 401(k) with up to 5% employer match after one year of service. \$200 annual wellness stipend for gym, fitness classes, or wellness apps.

## **5. Leave Policies**

### **5.1 Vacation & PTO**

Employees accrue 15 days of PTO per year (1.25 days per month), prorated for part-time. Unused PTO may carry over up to 5 days.

### **5.2 Sick Leave**

10 days of paid sick leave per year. A doctor's note is required for absences over 3 consecutive days.

## **5.3 Family & Medical Leave**

Eligible employees may take up to 12 weeks of unpaid leave for qualifying family or medical reasons, in accordance with federal/state law.

## **5.4 Other Leaves**

Bereavement: Up to 5 paid days for immediate family death. Jury Duty: Paid leave for jury service; summons notice required.

## **6. Code of Conduct & Ethics**

### **6.1 Professional Behavior**

Employees must act with honesty, integrity, and respect, avoiding conflicts of interest. Gifts over \$50 must be reported to HR.

### **6.2 Confidentiality & Data Privacy**

Employees must safeguard proprietary company data and personal information in compliance with GDPR/CCPA. Suspected data breaches must be reported immediately.

## **7. Health, Safety & Security**

### **7.1 Workplace Safety**

Workstations must comply with ergonomic guidelines. Report all injuries or hazards via the Incident Report form within 24 hours.

### **7.2 Emergency Procedures**

Quarterly fire drills at all facilities. Evacuation plans are posted at every exit; employees must familiarize themselves with routes.

## **8. Training & Development**

### **8.1 Mandatory Training**

Compliance, code of conduct, and cyber-security training during onboarding and annual refreshers.

### **8.2 Career Development**

Up to \$5,000/year tuition reimbursement for approved job-related coursework after one year.  
Mentorship program pairing junior staff with senior leaders.

## **9. Discipline & Grievance**

### **9.1 Progressive Discipline**

Verbal Warning → Written Warning → Final Warning → Termination. Serious misconduct may warrant immediate dismissal.

### **9.2 Grievance Procedure**

Step 1: Discuss with manager. Step 2: Submit formal grievance to HR. Step 3: HR investigates and issues findings within 15 business days.

## **10. Separation & Exit**

### **10.1 Resignation**

Two weeks' written notice for non-exempt staff; four weeks for senior management. Exit interviews conducted by HR.

## **10.2 Termination**

Final pay includes unused PTO. All company assets must be returned on or before the last day.

## **11. Policy Review**

This manual is reviewed annually by HR and updated as needed. Changes are communicated via email and posted on the intranet.