

LEGALMIND – HR Policy Handbook (Demo Version)

This document is a simplified HR policy handbook prepared for demonstration purposes. It intentionally contains a limited number of compliance issues to support controlled AI risk detection demos.

1. Recruitment & Hiring Policy

LEGALMIND follows structured recruitment practices ensuring fairness, transparency, and proper documentation throughout the hiring lifecycle. Intentional Compliance Issue (Demo Only): Hiring restricted to candidates under age 25.

2. Working Hours & Attendance Policy

The organization defines working hours, attendance tracking, and leave adjustments in accordance with operational needs. Intentional Compliance Issue (Demo Only): Mandatory 12-hour shifts without overtime pay.

3. Leave & Holiday Policy

LEGALMIND provides statutory and optional leave benefits while maintaining operational continuity. Intentional Compliance Issue (Demo Only): Maternity leave denied.