

Human Resources Policy Document

1. Introduction Welcome to **Steakhouse**. This document outlines our HR policies, including workplace expectations, conflict resolution, and employee responsibilities.

2. Workplace Conduct

2.1 Do's:

- Maintain professionalism and respect at all times.
- Adhere to company policies and ethical guidelines.
- Be punctual and complete assigned tasks on time.
- Communicate openly and constructively.
- Maintain confidentiality of company and client information.

2.2 Don'ts:

- Engage in discrimination, harassment, or workplace bullying.
 - Share confidential company information with unauthorized individuals.
 - Engage in workplace conflicts that disrupt productivity.
 - Use company resources for personal gain.
 - Engage in any form of dishonesty, including falsifying reports or records.
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3. Conflict Resolution

3.1 Reporting a Conflict:

- Employees should attempt to resolve minor conflicts through direct communication.
- Employees should report the issue to their direct supervisor if the conflict persists.
- For serious conflicts, HR will mediate and work toward a resolution.

3.2 Mediation Process:

- HR will listen to all parties involved and gather relevant information.
- A fair resolution will be sought through discussion and negotiation.
- If necessary, disciplinary action may be taken against policy violators.

3.3 Escalation:

- Higher management or external mediators may be involved if a resolution is not met.
 - All cases will be documented and handled with confidentiality.
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4. Code of Ethics & Professionalism

- Employees should always uphold company values and integrity.
- All employees must comply with workplace safety regulations.
- The dress code should align with company standards.

- Employees must avoid conflicts of interest that could impact company operations.
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5. Disciplinary Actions

- Violations of company policies will result in disciplinary action, which may include:
 - Verbal or written warnings
 - Suspension or probation
 - Termination in severe cases
 - HR maintains the right to conduct investigations into policy violations.
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6. Conclusion These policies are designed to ensure a positive and productive work environment. Employees are expected to adhere to them at all times. HR is available to answer any questions regarding these policies.

For further information, contact the HR department.