STAY INFORMED

Learn about organizational policies through Policies Hub

POLICIES HUB

STEP 01

Log on to My HCL and go to My Organization > Other > Policies Hub.

STEP 02

The Policies Hub is a repository of policies, procedures, benefits and working conditions that have to be followed by all employees of HCL as conditions to their employment.

POLICIES HUB

STEP 03

The policies, procedures, and working conditions are aimed at providing a conducive working environment for all employees.

STEP 04

Policies are categorized basis organizational functions, namely Admin, HR, IT, Legal and Marketing.

ADMIN POLICIES

HR POLICIES

IT POLICIES

STEP 05

BENEFITS POLICIES

GOVERNANCE POLICIES

EMPLOYMENT POLICIES

Policies are also categorized basis Benefits, Compensation, Employment Related, Governance, Travel and Others.

STEP 06

Any update in policies can be viewed under the Policy Update section on the Policies hub homepage

POLICIES HUB

POLICY UPDATE

Things to Remember

- All the policies applicable are available on Policies Hub home page.
- Enhanced user friendly keyword search will help arrive at the most relevant policies with ease.
- Online Feedback section helps you post your questions and answers for review.
- For quick reference, download the Policy Hand Book, available on Policies Hub home page.