

# Loan Policy

This document outlines the loan policy for the organization.

1. Purpose:

- To provide financial assistance to employees under specific conditions.

2. Eligibility:

- All full-time employees who have completed at least one year of service.

3. Types of Loans:

- Personal Loan
- Emergency Loan
- Education Loan

4. Application Process:

- Submit a formal loan request to HR with necessary documentation.
- Approval from department head and finance team is required.

5. Repayment Terms:

- Monthly deductions from salary.
- Interest rates and repayment duration vary by loan type.

6. Conditions:

- Loans are subject to availability of funds.
- Employees must not have any outstanding dues.

Please customize this policy with specific organizational guidelines and procedures.