

Human Resources Policy

Art Technology Company

1. Purpose

This HR Policy establishes guidelines to promote a fair, creative, inclusive, and compliant workplace that supports innovation at the intersection of art, technology, and culture.

2. Scope

This policy applies to all full-time, part-time, contract, freelance employees, interns, consultants, and remote or on-site staff.

3. Employment Categories

- Full-Time Employees
- Part-Time Employees
- Contractual / Freelancers
- Interns / Apprentices

4. Recruitment & Hiring

Hiring is based on merit, skill, creativity, and cultural fit. No discrimination is permitted. Portfolio and technical assessments may apply.

5. Working Hours & Work Model

Standard working hours are 8–9 hours per day, five days a week. Flexible and remote work models are supported based on role requirements.

6. Leave Policy

Casual Leave, Sick Leave, Earned Leave, Maternity/Paternity Leave, Compensatory Off, and Wellness Leave are provided as per company policy and law.

7. Compensation & Benefits

Competitive compensation, bonuses, insurance, learning budgets, and creative tool access may be provided.

8. Performance Management

Performance is evaluated through OKRs, project delivery, creative contribution, and collaboration.

9. Code of Conduct

Employees must maintain professionalism, respect diversity, and protect company reputation and intellectual property.

10. Intellectual Property & Creative Rights

All work created during employment is company IP. Portfolio usage is allowed only after public release and approval.

11. Data Protection & Confidentiality

Employees must safeguard all confidential data, client information, artworks, and AI assets.

12. Use of AI & Creative Tools

AI tools must be used ethically, legally, and responsibly, respecting originality and licenses.

13. IT & Security

Company systems must be used securely. Password protection and incident reporting are mandatory.

14. Health, Safety & Wellbeing

A safe, healthy, and supportive working environment is ensured with attention to mental wellbeing.

15. Grievance Redressal

Complaints may be raised confidentially and will be addressed fairly by HR and leadership.

16. Disciplinary Action

Violations may result in warnings, suspension, or termination depending on severity.

17. Exit & Termination

Notice periods apply as per contract. Exit formalities and final settlement will follow legal requirements.

18. Policy Amendments

The company reserves the right to amend this policy as needed.

19. Acknowledgement

All employees must acknowledge and comply with this HR Policy.