

# **Sample Company HR Policy Document**

## **1. Leave Policy:**

Employees are entitled to 12 casual leaves and 10 sick leaves per year.

Leaves must be applied through the HR portal at least 2 days in advance.

## **2. Working Hours:**

The official working hours are from 9:30 AM to 6:30 PM, Monday to Friday.

## **3. Work From Home Policy:**

Employees can work from home for up to 5 days per month with manager approval.

## **4. Code of Conduct:**

Employees must maintain professionalism and respect in the workplace at all times.

## **5. Performance Review:**

Performance reviews are conducted twice a year, in June and December.

## **6. Data Security:**

Employees must not share confidential company data outside the organization.