

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.