

HUMAN RESOURCES POLICY MANUAL

(For The Company)

1. Purpose and Scope

This Human Resources Policy Manual establishes the guiding framework for the management of people within *The Company*. It defines the principles, standards, and procedures applicable to all employees, contractors, and consultants, ensuring compliance with applicable employment laws and fostering a professional, equitable, and safe working environment.

These policies apply to all business units, departments, and offices of The Company, unless otherwise specified by law or local regulations.

2. Governance and Ethical Standards

The Company expects every employee to conduct themselves with integrity, diligence, and respect toward colleagues, clients, and partners. Ethical conduct is fundamental to our reputation and operational trust.

Key Principles:

- Confidential information obtained in the course of work must not be disclosed or misused.
 - Employees must avoid conflicts of interest and promptly disclose any potential or actual conflicts.
 - Bribery, corruption, and unethical behavior are strictly prohibited.
 - All business dealings must comply with laws, regulations, and internal policies.
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3. Employment Relationship

Equal Employment Opportunity

The Company is committed to providing a workplace free of discrimination. Employment decisions are based solely on qualifications, performance, and business needs. Harassment or discriminatory behavior in any form is prohibited.

Probationary Employment

All newly engaged employees will undergo a probationary period, generally ranging from three to six months. Successful completion of the probation will be confirmed in writing by Human Resources.

Background Screening

Employment offers are contingent upon satisfactory verification of credentials, references, and other relevant background information.

4. Work Hours, Attendance, and Remote Work

Standard Hours

The normal working schedule shall be defined as nine (9) hours per day, Monday through Friday, inclusive of meal breaks, unless otherwise stated in the employment contract.

Attendance and Punctuality

Employees are required to maintain consistent attendance and adhere to work schedules. Any anticipated absence or delay must be communicated to the reporting manager prior to the scheduled start time.

Flexible and Remote Work Arrangements

Flexible or remote work may be granted at the discretion of management, provided it does not impair productivity or operational efficiency. Employees working remotely must maintain secure network connections and adhere to data protection standards.

5. Leave and Time-Off Entitlements

Employees of The Company are entitled to the following categories of leave, subject to approval:

Type of Leave	Standard Entitlement	Notes
Annual Leave	15 working days	Accrues monthly; prior approval required
Casual Leave	8 working days	Intended for personal matters or short absences
Sick Leave	8 working days	Medical certification may be required beyond 2 days
Maternity Leave	26 weeks	As per applicable labor laws
Paternity Leave	10 days	May be taken within 3 months of childbirth
Unpaid Leave	Discretionary	Granted only upon managerial and HR approval

All leave requests must be submitted through the HR management system. Unauthorized absences may lead to disciplinary action.

6. Compensation and Payroll

Payroll Schedule

Employee salaries are processed monthly and credited by the 10th working day of each month. Salary slips will be accessible through the HR portal.

Deductions

Deductions will include applicable statutory and contractual obligations such as taxes, provident fund, and insurance contributions.

Overtime

Overtime work must be authorized in advance by the reporting manager. Compensation will be provided in accordance with statutory provisions and company policy.

7. Performance and Development

Performance Evaluation

Formal performance reviews will be conducted annually. Assessments are based on measurable objectives, teamwork, innovation, and adherence to company values.

Career Development

The Company encourages continuous learning and professional growth. Employees may access learning programs, certifications, and development workshops as approved by their managers.

Underperformance Management

Employees whose performance falls below expected standards may be placed on a structured Performance Improvement Plan (PIP) with defined milestones and review intervals.

8. Employee Benefits

- **Health and Wellness:** Comprehensive medical insurance coverage for employees and eligible dependents.
 - **Wellbeing Programs:** Initiatives promoting physical and mental health, including counseling services.
 - **Education Support:** Sponsorships for job-related courses and professional certifications.
 - **Referral Incentives:** Bonuses for successful referrals of new hires.
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9. Business Travel and Expenses

All business travel must receive prior written approval. Employees are expected to adhere to cost-effective and reasonable travel arrangements.

Expense claims must be supported by original receipts and submitted within fifteen (15) days of completing travel. Non-compliance may result in rejection of claims.

10. Workplace Conduct and Anti-Harassment

The Company maintains a zero-tolerance stance toward harassment, bullying, or any behavior that compromises dignity and respect.

Reporting and Investigation

All complaints of misconduct must be reported promptly to Human Resources. Investigations will be conducted confidentially, ensuring impartiality and protection from retaliation.

11. Information Security and Data Protection

Employees are required to:

- Use only authorized devices and software for official work.
- Maintain confidentiality of credentials and sensitive data.
- Immediately report any suspected data breach or security incident to IT Security.

Unauthorized use, transfer, or storage of company data constitutes a disciplinary violation and may result in termination.

12. Grievance Resolution

Employees who have workplace concerns are encouraged to raise them directly with HR in writing. HR will acknowledge receipt of the grievance within two (2) business days and aim to provide a resolution within seven (7) working days.

If unresolved, the matter may be escalated to senior management or the designated grievance committee.

13. Separation and Final Settlement

Notice Period

Employees intending to resign must provide a minimum notice of thirty (30) days unless otherwise specified by contract.

Clearance and Settlement

All company property must be returned before the final day of employment. The final settlement, including dues and benefits, will be processed within forty-five (45) days of the last working day.

An exit interview may be conducted to document feedback and ensure compliance with offboarding requirements.

14. Compliance and Disciplinary Action

Any violation of company policies, statutory obligations, or professional ethics may result in disciplinary proceedings, up to and including termination of employment.

The Company reserves the right to amend, modify, or supplement these policies at its discretion and in accordance with applicable law.

15. Acknowledgement

All employees must sign an acknowledgement form confirming that they have read, understood, and agree to comply with the provisions contained in this Human Resources Policy Manual.

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