

# **Document Title: Employment Policies and Guidelines**

## **Category: Employment**

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**Approved by:** Human Resources Department

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## **1. Introduction**

This document outlines the employment policies of XYZ Corporation. It is intended to provide employees with a clear understanding of the company's expectations, procedures, and commitments regarding employment practices.

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## **2. Equal Employment Opportunity (EEO)**

XYZ Corporation is committed to providing equal employment opportunities to all employees and applicants. Discrimination or harassment based on race, color, religion, gender, national origin, age, disability, or any other legally protected status is strictly prohibited.

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## **3. Employment Classification**

Employees of XYZ Corporation are classified as one of the following:

- **Full-Time:** Regularly scheduled to work 40 hours per week.
  - **Part-Time:** Regularly scheduled to work fewer than 30 hours per week.
  - **Temporary:** Hired for a specific period or project.
  - **Intern:** A student or trainee who works temporarily to gain practical experience.
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## **4. Work Hours and Attendance**

The standard workweek is Monday through Friday, from 9:00 a.m. to 5:00 p.m. Employees are expected to report to work on time and notify their supervisor in advance of any absences.

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## **5. Code of Conduct**

Employees must conduct themselves in a professional manner at all times. This includes respectful communication, adherence to company policies, and maintaining the confidentiality of company and client information.

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## **6. Leave Policies**

XYZ Corporation provides the following types of leave:

- **Paid Time Off (PTO)**
- **Sick Leave**
- **Maternity/Paternity Leave**
- **Bereavement Leave**
- **Unpaid Leave (upon approval)**

All leave requests must be submitted via the company's HR portal.

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## **7. Termination of Employment**

Employment may be terminated voluntarily by the employee or involuntarily by the company for reasons including but not limited to poor performance, misconduct, or business needs. A notice period of two weeks is generally required.

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## **8. Policy Acknowledgment**

All employees are required to read, understand, and acknowledge receipt of these employment policies. A signed acknowledgment form must be submitted to Human Resources within one week of hire.

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**Note:** This document is intended for informational purposes only and does not constitute a contractual agreement.