HR Policies Directory

Employment & Recruitment Policies

1. Equal Employment Opportunity Policy

Description: Ensures fair treatment and prohibits discrimination in all employment practices based on protected characteristics including race, gender, age, religion, disability, and sexual orientation.

2. Recruitment and Selection Policy

Description: Establishes standardized procedures for job posting, candidate screening, interviewing, and hiring decisions to ensure merit-based selection and compliance with employment laws.

3. Background Check Policy

Description: Defines requirements for conducting background checks, reference verification, and drug testing for new hires in accordance with legal requirements and job relevance.

4. Employee Classification Policy

Description: Clarifies distinctions between full-time, part-time, temporary, contract, and exempt vs. non-exempt employees, including eligibility for benefits and overtime compensation.

Workplace Conduct Policies

5. Code of Conduct Policy

Description: Establishes behavioral expectations, ethical standards, and professional conduct requirements for all employees in the workplace and during business activities.

6. Anti-Harassment and Anti-Discrimination Policy

Description: Prohibits all forms of harassment, discrimination, and retaliation while providing clear reporting procedures and investigation processes for violations.

7. Workplace Violence Prevention Policy

Description: Defines prohibited violent behavior, establishes threat assessment procedures, and outlines emergency response protocols to maintain a safe work environment.

8. Confidentiality and Non-Disclosure Policy

Description: Protects company proprietary information, client data, and trade secrets by establishing guidelines for information handling and confidentiality obligations.

Attendance & Time Off Policies

9. Attendance and Punctuality Policy

Description: Sets expectations for regular attendance, punctuality, and proper notification procedures for absences or tardiness, including progressive discipline measures.

10. Paid Time Off (PTO) Policy

Description: Outlines accrual rates, usage guidelines, approval processes, and carryover rules for vacation, personal, and sick leave time.

11. Family and Medical Leave Policy

Description: Provides job-protected leave for qualifying family and medical reasons in compliance with FMLA and state leave laws, including eligibility and documentation requirements.

12. Bereavement Leave Policy

Description: Grants paid time off for employees experiencing the death of immediate family members, including definition of eligible relationships and documentation requirements.

13. Jury Duty and Military Leave Policy

Description: Ensures job protection and compensation guidelines for employees serving jury duty or fulfilling military service obligations.

Compensation & Benefits Policies

14. Compensation Philosophy and Structure Policy

Description: Establishes framework for fair and competitive compensation including salary ranges, pay equity principles, and performance-based adjustments.

15. Overtime and Wage Payment Policy

Description: Defines overtime eligibility, calculation methods, approval procedures, and timekeeping requirements in compliance with federal and state wage laws.

16. Employee Benefits Policy

Description: Details available benefit programs including health insurance, retirement plans, life insurance, and voluntary benefits, including eligibility and enrollment procedures.

17. Expense Reimbursement Policy

Description: Establishes guidelines for business expense reimbursement including approved expenses, documentation requirements, and submission procedures.

Performance & Development Policies

18. Performance Management Policy

Description: Outlines performance review processes, goal setting, feedback mechanisms, and performance improvement procedures to support employee development and accountability.

19. Training and Development Policy

Description: Promotes continuous learning through professional development opportunities, training requirements, and tuition reimbursement programs.

20. Promotion and Career Advancement Policy

Description: Establishes criteria and procedures for internal promotions, career progression pathways, and succession planning initiatives.

21. Disciplinary Action Policy

Description: Defines progressive discipline procedures including verbal warnings, written warnings, suspension, and termination for policy violations or performance issues.

Technology & Information Security Policies

22. Information Technology and Computer Usage Policy

Description: Governs appropriate use of company technology resources including computers, internet, email, and software while ensuring security and productivity.

23. Social Media and Electronic Communications Policy

Description: Establishes guidelines for professional social media use, electronic communications, and protection of company reputation in digital platforms.

24. Data Protection and Privacy Policy

Description: Ensures compliance with data privacy laws and establishes procedures for handling, storing, and protecting personal and confidential information.

25. Remote Work and Telecommuting Policy

Description: Defines eligibility criteria, expectations, equipment provisions, and performance standards for employees working remotely or in hybrid arrangements.

Health, Safety & Workplace Environment Policies

26. Workplace Health and Safety Policy

Description: Establishes safety standards, incident reporting procedures, and emergency protocols to maintain a safe and healthy work environment for all employees.

27. Drug and Alcohol-Free Workplace Policy

Description: Prohibits substance abuse in the workplace, defines testing procedures, and outlines resources for employees seeking assistance with substance abuse issues.

28. Smoking and Tobacco Use Policy

Description: Designates smoke-free areas, establishes smoking restrictions, and promotes tobacco cessation programs to support employee health and comfort.

29. Accommodations for Disabilities Policy

Description: Ensures reasonable accommodations for qualified employees with disabilities in compliance with ADA requirements and interactive accommodation processes.

Employee Relations & Communication Policies

30. Open Door and Grievance Policy

Description: Encourages open communication and provides formal procedures for employees to raise concerns, file complaints, and seek resolution of workplace issues.

31. Employee Privacy and Monitoring Policy

Description: Balances employee privacy rights with business needs while disclosing monitoring practices for communications, computer usage, and workplace activities.

32. Workplace Communication Policy

Description: Establishes standards for professional communication, meeting protocols, and information sharing to promote effective collaboration and respect.

Separation & Exit Policies

33. Resignation and Notice Policy

Description: Outlines proper resignation procedures, notice requirements, transition responsibilities, and exit interview processes for voluntary separations.

34. Termination Policy

Description: Defines circumstances for involuntary termination, due process requirements, final pay procedures, and benefit continuation options.

35. Reference and Employment Verification Policy

Description: Establishes procedures for providing employment references and verifying employment information while protecting confidentiality and minimizing legal risks.

Implementation Guidelines

Policy Development Process

Each policy should be developed with input from legal counsel, reviewed by senior management, and communicated to all employees through multiple channels.

Policy Review Schedule

All policies should be reviewed annually or when relevant laws change. Updates must be documented and communicated within 30 days of approval.

Training and Awareness

New employee orientation must include policy overview. Annual policy training should be conducted for all employees with documentation of completion.

Compliance Monitoring

Regular audits should be conducted to ensure policy compliance and effectiveness. Violations should be addressed promptly and consistently.

This directory provides a comprehensive framework for organizational HR policies. Each policy should be developed in detail with specific procedures, forms, and legal compliance considerations appropriate to your organization's size, industry, and jurisdiction.