

ABC Limited Employee Policy Handbook

This Employee Policy Handbook outlines the principles, policies, and guidelines governing employment at ABC Limited. All employees are expected to review, understand, and adhere to the policies contained herein. This document serves as a formal reference to ensure uniformity and compliance within the organization.

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1. Code of Conduct

All employees of ABC Limited are required to maintain the highest standards of professional conduct. Integrity, honesty, respect, and accountability form the foundation of our organizational culture. Employees are expected to:

- Perform duties with diligence, competence, and commitment.
- Refrain from any activity that constitutes harassment or discrimination.
- Avoid conflicts of interest and maintain confidentiality of company information.
- Uphold company reputation in all professional interactions.

2. Leave Policy

ABC Limited acknowledges the importance of work-life balance. Employees are entitled to various types of leave as per the company's HR framework:

- Casual Leave: Up to 12 days per calendar year for short-term personal needs.
- Sick Leave: Up to 10 days per year for medical reasons.
- Earned Leave: Accrues monthly and may be availed as per company rules.
- Maternity/Paternity Leave: Granted in accordance with statutory provisions.
- Leave Without Pay: Applicable in exceptional cases upon approval.

All leave requests must be submitted via the HR management system for managerial approval.

3. IT & Data Security Policy

To safeguard company information and digital assets, employees must adhere to the following IT security standards:

- Use company-provided devices responsibly.
- Refrain from sharing confidential data externally without authorization.
- Maintain strong, unique passwords and update them periodically.
- Do not install unauthorized software or access prohibited websites.
- Immediately report any data breaches or suspicious activity to IT Security.

4. Work From Home Policy

ABC Limited allows remote work arrangements based on role suitability and management discretion. Employees approved for remote work must:

- Ensure a productive and safe working environment.
- Remain available during official working hours.
- Protect company data and assets while working remotely.
- Adhere to all performance, communication, and attendance expectations.

5. Anti-Harassment Policy

ABC Limited maintains a zero-tolerance policy towards harassment in any form. All employees have the right to work in an environment free from intimidation, hostility, or abuse.

- Sexual harassment, discrimination, or bullying will result in disciplinary action. •
- Complaints can be submitted confidentially to the Internal Complaints Committee (ICC). •
- Retaliation against complainants is strictly prohibited.

6. Attendance & Punctuality Policy

Regular attendance is essential to maintain operational efficiency. Employees are required to:

- Adhere to prescribed working hours.
 - Notify supervisors promptly in case of absence or delay.
 - Record attendance via the designated system.
- Repeated tardiness or absenteeism may result in disciplinary action.

7. Compensation & Benefits

ABC Limited offers competitive remuneration and benefits, including:

- Monthly salary as per employment terms.
- Annual performance appraisal and bonus based on merit.
- Health insurance, provident fund, and gratuity benefits.
- Reimbursement for approved business expenses.

8. Health, Safety & Security

The company prioritizes the physical and mental well-being of its employees. Employees must:

- Comply with safety procedures and report hazards immediately.
- Participate in periodic fire drills and safety training.
- Use protective gear where applicable.
- Follow all security access protocols.

9. Grievance Redressal

Employees may raise workplace grievances without fear of retaliation. The grievance process involves:

- Submission of a written complaint to the HR department.
- Confidential review and fair investigation.
- Resolution through appropriate administrative or disciplinary action. The HR department ensures timely communication of outcomes to the concerned parties.

10. Acknowledgment Form

I, _____, hereby acknowledge that I have read and understood the ABC Limited Employee Policy Handbook. I agree to comply with all rules, regulations, and codes of conduct stated herein.

Employee Signature: _____

Date: _____