

Human Resources Policy Handbook

Introduction:

Welcome to our company's HR Policy Handbook. This document outlines all policies regarding employee conduct, benefits, and performance management.

Key Policies:

1. Attendance and Leave

- Standard working hours: 9 AM – 5 PM
- Paid leave: 20 days annually
- Sick leave: 10 days annually

2. Performance Review

- Bi-annual performance evaluations
- KPIs tied to departmental goals
- Opportunities for promotions and bonuses

3. Employee Conduct

- Respectful communication required at all times
- Anti-discrimination and harassment policies enforced
- Reporting procedures for workplace issues

Benefits:

- Health insurance and wellness programs
- Professional development allowances
- Flexible working options (remote & hybrid)