

## **Human Resources (HR) Policy for Public Sector**

**1. Introduction** The purpose of this HR policy is to establish a transparent and ethical framework for human resources management within the public sector. This policy ensures compliance with legal requirements, promotes fair treatment of employees, and upholds the values of integrity, accountability, and inclusivity. It applies to all employees working in public sector organizations and governs all aspects of employment, including recruitment, conduct, compensation, performance management, and termination.

**2. Equal Opportunity and Non-Discrimination** The public sector is committed to fostering an inclusive and diverse workforce. No employee or job applicant shall be discriminated against based on race, gender, age, religion, disability, nationality, marital status, sexual orientation, or any other legally protected characteristic. All hiring, promotion, and work-related decisions shall be made based on merit, qualifications, and organizational needs.

**3. Recruitment and Selection** The recruitment process shall be conducted in a transparent, fair, and merit-based manner. Open positions will be publicly advertised, and selection criteria will be clearly defined. Equal opportunity principles shall be followed throughout the hiring process, ensuring that all qualified candidates have a fair chance at employment.

**4. Employee Conduct and Ethics** Employees must uphold the highest standards of professional integrity and ethical conduct. This includes:

- Acting in the best interest of the public and organization
- Avoiding conflicts of interest
- Maintaining confidentiality of sensitive information
- Using public resources responsibly
- Adhering to anti-corruption and bribery laws Violations of ethical conduct will be subject to disciplinary action, including potential termination and legal consequences.

**5. Compensation and Benefits** Employees shall receive fair and competitive compensation in accordance with government regulations and pay scales. Salary adjustments and benefits, including health insurance, pension plans, and paid leave, will be provided based on legal requirements and organizational policies.

**6. Working Hours and Leave Policies** Standard working hours will comply with labor laws and public service regulations. Employees are entitled to various leave benefits, including:

- Paid Time Off (PTO)
- Sick Leave
- Maternity and Paternity Leave
- Public Holidays
- Special leave for emergencies or public service duties All leave requests must be submitted and approved in accordance with established procedures.

**7. Workplace Safety and Health** The organization is committed to providing a safe and healthy work environment. Employees must adhere to workplace safety guidelines and

report any hazards or unsafe conditions. Compliance with occupational health and safety laws is mandatory.

**8. Performance Management and Career Development** A structured performance management system shall be in place to evaluate employee contributions and provide opportunities for professional growth. Performance appraisals will be conducted regularly, and employees will be provided with training and development programs to enhance their skills and career progression.

**9. Grievance Redressal and Whistleblower Protection** Employees have the right to report workplace grievances and legal violations without fear of retaliation. A grievance redressal mechanism shall be established to address employee concerns fairly and confidentially. Whistleblowers who report misconduct or corruption will be protected under applicable laws.

**10. Use of Public Resources** Employees are expected to use public resources responsibly and for official purposes only. Misuse of funds, property, or confidential information will be treated as misconduct and may result in disciplinary action or legal proceedings.

**11. Disciplinary Actions and Termination** Non-compliance with HR policies, misconduct, or underperformance may lead to disciplinary action, including verbal or written warnings, suspension, demotion, or termination. All disciplinary actions shall be conducted fairly and in compliance with legal procedures.

**12. Policy Review and Updates** This HR policy shall be reviewed periodically to ensure compliance with legal and regulatory changes. Amendments will be communicated to all employees as necessary.

By adhering to this HR Policy, the public sector aims to promote a professional, ethical, and efficient workforce that serves the public with integrity and dedication.