# Employee Handbook — 2025

Company: {Your Company Name Pvt. Ltd.}

Version: 1.0

Effective Date: August 21, 2025

Applies To: All full‑time, part‑time, interns, and contractors (unless stated otherwise)

Jurisdiction: India (update for other locations as needed)

Note: This is a practical template. Customize to match local laws, your policies, and benefits. Get legal review before publishing.

## 1) Company Overview

- Who we are: Brief history, mission, and what we build/serve.

- Vision: Where we’re going in 3–5 years.

- Values: Put customers first • Act with integrity • Bias for action • Ownership • Learn & improve.

## 2) Code of Conduct

- Professionalism: Treat everyone with respect. Zero tolerance for harassment and discrimination.

- Conflicts of interest: Disclose gifts, outside work, or relationships that can influence decisions.

- Anti‑bribery: No bribes, kickbacks, or facilitation payments. Follow the company’s Gifts & Hospitality limits.

- Use of assets: Company property, brand, and systems are for business use; limited personal use allowed if lawful and not disruptive.

- Social media: Be respectful. Don’t share confidential information. Personal opinions are your own.

- Whistleblowing: Report concerns to People Ops or Compliance; retaliation is prohibited.

## 3) Employment Basics

- Categories: Full‑time, part‑time, intern, contractor.

- Probation: 3 months by default (or as per offer letter). Confirmation based on performance & culture fit.

- Work location: Office/Hybrid/Remote (see Remote Work Policy).

- Hours: Standard 8 hours/day, 5 days/week. Comply with local Shops & Establishments Act.

- Attendance & timekeeping: Record time truthfully; inform your manager about planned/unplanned leave.

- ID & documents: PAN, Aadhaar (optional), bank details, educational certificates for onboarding/compliance.

## 4) Compensation & Payroll

- Pay cycle: Monthly; paid on/before last business day.

- Breakup: Fixed pay (basic, HRA, allowances), variable pay/bonus (if any), employer PF/ESI as applicable.

- Deductions: TDS, PF/ESI, professional tax (state‑specific), salary advances (if any).

- Reimbursements: Paid with payroll once claims are approved.

- Pay corrections: Report discrepancies within 3 working days of credit.

## 5) Benefits (Illustrative)

- Health insurance: Group Mediclaim for employee + dependents. Coverage details in the policy schedule.

- Life & accident insurance: Group term life and personal accident (if applicable).

- Leave Policy: Earned Leave, Casual Leave, Sick Leave, Maternity Leave, Paternity/Adoption Leave, Public Holidays.

- Learning & Development: Annual budget, internal workshops, certification support.

- Employee Assistance Program (EAP): Confidential counseling support (if applicable).

## 6) Time Off — Process

- Apply via HRIS at least 3 days in advance for EL/PL; emergencies allowed for SL.

- Handover responsibilities before long leave.

- Unapproved absence >3 working days may be treated as abandonment (after due process).

## 7) Remote & Hybrid Work Policy

- Eligibility: Role‑based approval by manager + People Ops.

- Core hours: Example: 10:00–17:00 IST for collaboration; flex outside hours.

- Ergonomics & safety: Maintain a safe home workstation. Company may provide peripherals.

- Connectivity: Stable internet; backup recommended.

- Security: Use company‑managed devices/VPN, encrypted storage, strong passwords, screen lock. No public/shared devices.