

## **TASK 2: HR Policy Drafting**

### **HR Policy Drafting for TechWave Pakistan:**

#### **Introduction:**

TechWave Pakistan is committed to fostering a positive, productive, and respectful work environment. This HR policy outlines guidelines on leave, code of conduct, and work-from-home arrangements for employees.

#### **Leave Policy:**

**Annual Leave:** Employees are entitled to 14 days of paid annual leave per year, accrued pro-rata.

**Sick Leave:** 7 days of paid sick leave per year.

**Casual Leave:** 2 days per month, subject to approval.

**Maternity/Paternity Leave:** As per Pakistan Labour Laws.

**Leave Approval:** Leaves should be applied for via HR portal with reasonable notice.

#### **Code of Conduct:**

**Professionalism:** Employees are expected to maintain high standards of professionalism.

**Respect & Inclusion:** Treat colleagues, clients with respect; no discrimination tolerated.

**Confidentiality:** Protect company and client data.

**Conflict of Interest:** Avoid conflicts; disclose potential conflicts to management.

**Disciplinary Action:** Violations may lead to action as per company policy.

#### **Work-from-Home Guidelines:**

**Eligibility:** Roles permitting remote work, subject to manager approval.

**Productivity:** Employees must meet deliverables and maintain communication.

**Work Hours:** Core hours apply unless otherwise agreed.

**Security:** Ensure data security and company policies are followed remotely.

**Equipment:** Company may provide necessary equipment; usage guidelines apply.

General:

- This policy is effective immediately and may be updated as needed.
- Employees are expected to adhere to this policy.
- For queries, contact HR.