

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.