

Document 1: Human Resources Policy Manual

Title: Human Resources Policy Manual

Department: Human Resources

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1. Employee Onboarding Process

Pre-joining Formalities (Day -7 to Day -1):

Complete digital documentation via onboarding portal

Submit: PAN card, Aadhar card, educational certificates, previous employment proof

Bank details for salary processing

Emergency contact information

Signed offer letter and NDA

First Week Schedule:

Day 1: HR orientation, IT setup, system access

Day 2: Department introduction, buddy assignment

Day 3: Compliance training (security, harassment prevention)

Day 4: Role-specific training

Day 5: Team integration, goal setting with manager

Probation Period:

Duration: 6 months for all new hires

Review at 3 months and 5.5 months

Confirmation subject to performance review

Notice period during probation: 30 days

2. Leave Policy

Leave Types and Entitlements:

Casual Leave: 12 days per year, max 3 consecutive days

Sick Leave: 12 days per year, medical certificate required after 3 days

Earned/Privilege Leave: 15 days per year (accrues monthly at 1.25 days)

Maternity Leave: 26 weeks (can be extended by 1 month with medical certificate)

Paternity Leave: 15 days within 6 months of child's birth

Bereavement Leave: 5 days for immediate family, 3 days for extended family

Marriage Leave: 5 days for self, 2 days for sibling

Leave Application Process:

Apply via HRMS portal at least 7 days in advance for planned leave

For emergency leave: Inform manager via call/chat, then apply within 24 hours

Approval workflow: Self → Manager → HR (for leaves > 5 days)

Leave balance check: Available in HRMS portal under "My Leaves"

Leave Encashment:

Maximum 50% of accrued EL can be encashed annually

Processed in December payroll

Taxable as per income tax rules

3. Attendance and Working Hours

Standard Working Hours:

Office hours: 9:30 AM to 6:30 PM (Monday to Friday)

Flexible timing: 9:00 AM to 10:00 AM start window

Core hours: 11:00 AM to 4:00 PM (mandatory presence)

Lunch break: 1 hour between 12:30 PM to 2:30 PM

Remote Work Policy:

Hybrid model: 3 days office, 2 days remote (optional)

Remote days: Must be approved by manager weekly

Equipment provided for remote work

Must be available during core hours

Attendance Marking:

Biometric attendance mandatory for office days

Remote days: Mark attendance via HRMS portal

Late marks after 10:00 AM (3 grace periods per month)

Half-day: Minimum 4.5 hours of work

4. Performance Management

Performance Review Cycle:

Quarterly check-ins with manager

Half-yearly review (June/July)

Annual appraisal (December/January)

Key Performance Indicators:

Goal achievement (weight: 40%)

Competency development (weight: 30%)

Team collaboration (weight: 20%)

Innovation/process improvement (weight: 10%)

Promotion Criteria:

Minimum 18 months in current role

Consistent exceeds expectations rating

Completed required training programs

Manager and skip-level approval

5. Compensation and Benefits

Salary Structure:

Basic: 40% of CTC

HRA: 50% of basic (metro) / 40% (non-metro)

Special allowances: 20% of basic

PF: Employer contribution 12% of basic

Gratuity: After 5 years of service

Bonus and Incentives:

Annual performance bonus: Up to 20% of annual CTC

Spot awards: For exceptional contributions (max ₹25,000)

Project completion bonus: At manager's discretion

Referral bonus: ₹50,000 on successful candidate joining

Insurance Benefits:

Group medical insurance: ₹5 lakhs for employee + parents/spouse/children

Personal accident insurance: ₹50 lakhs coverage

Term life insurance: 3 times annual CTC

OPD coverage: ₹10,000 per year

6. Employee Relations and Grievance

Grievance Redressal Mechanism:

Discuss with immediate manager (within 7 days of issue)

Escalate to department head (if unresolved in 3 days)

HR intervention (formal complaint via portal)

Ethics committee (for serious complaints)

Code of Conduct:

Zero tolerance for harassment/discrimination

Confidentiality of company information

No moonlighting without written approval

Social media policy: No disclosure of company information

Exit Process:

Notice period: 60 days (confirmed employees), 30 days (probation)

Resignation submission: Via HRMS portal only

Exit interview: Mandatory with HR

Clearance: IT, finance, admin departments

Final settlement: Within 45 days of last working day