

Sample: Nestlé HR Policy (Mock Text)

1. Introduction

Nestlé is committed to fostering a diverse and inclusive workplace that values integrity, respect, and high performance. This document outlines our core HR policies applicable to all employees across regions, with variations subject to local labor laws.

2. Work Hours and Attendance

- Standard working hours are 40 hours per week, typically Monday to Friday, from 9:00 AM to 6:00 PM, including a 1-hour lunch break.
 - Employees are expected to report on time and notify their supervisor in case of any absences or delays.
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3. Leave Policy

- **Annual Leave:** Employees are entitled to 20 working days of paid annual leave per calendar year.
 - **Sick Leave:** Sick leave of up to 10 days per year is available. A medical certificate is required for absences longer than 2 days.
 - **Maternity Leave:** Female employees are entitled to 18 weeks of paid maternity leave.
 - **Paternity Leave:** Male employees are eligible for 10 working days of paternity leave.
 - **Compassionate Leave:** Up to 5 days of paid leave is granted for the loss of an immediate family member.
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4. Code of Conduct

- All employees must adhere to ethical conduct, treat colleagues with respect, and avoid any form of discrimination or harassment.
 - Violations may result in disciplinary actions, including verbal/written warnings, suspension, or termination.
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5. Remote Work Policy

- Employees may request up to 2 days of remote work per week with managerial approval.
 - Remote work arrangements are subject to periodic review based on performance and team needs.
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6. Training and Development

- Nestlé encourages continuous learning through online courses, in-person training, and career development programs.
 - Employees are required to complete mandatory compliance training annually.
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7. Performance Reviews

- Performance evaluations are conducted bi-annually to assess employee contributions and set goals.
 - Reviews impact eligibility for bonuses, promotions, and internal mobility.
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8. Grievance Redressal

- Employees can raise concerns through their HR business partner or the Ethics & Compliance hotline.
 - All grievances are handled confidentially and investigated thoroughly.
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9. Termination and Notice Period

- Employees are required to serve a 30-day notice period upon resignation unless otherwise agreed upon.
 - In cases of involuntary termination, Nestlé provides severance in accordance with local labor laws.
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10. Data Privacy

- Nestlé ensures the confidentiality and protection of all employee data in compliance with data protection regulations (e.g., GDPR).
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This policy is subject to revisions and should be read in conjunction with local labor laws and company-specific addenda.