

# HR Policies

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## 1. Code of Conduct

Outlines the standards of behavior expected from all employees, including integrity, professionalism, and respect.

## 2. Equal Opportunity and Non-Discrimination Policy

Ensures all employees and applicants are treated fairly regardless of race, gender, religion, or other protected characteristics.

## 3. Anti-Harassment and Anti-Bullying Policy

Prohibits all forms of harassment and bullying in the workplace and provides mechanisms for reporting and resolving complaints.

## 4. Attendance and Punctuality Policy

Defines expectations for regular attendance and punctuality, including procedures for reporting absences.

## 5. Leave Policy

Details the types of leave available (e.g., sick leave, casual leave, maternity/paternity leave) and the process for requesting time off.

## 6. Work From Home / Remote Work Policy

Establishes guidelines for employees who work remotely, including expectations for availability and performance.

## 7. Employee Onboarding and Offboarding Policy

Outlines procedures for integrating new hires into the organization and handling employee exits respectfully and efficiently.

## 8. Conflict of Interest Policy

Requires employees to disclose any personal or financial interests that could interfere with their duties to the company.

### **9. Performance Management Policy**

Describes how employee performance is evaluated, including goal setting, feedback, and performance reviews.

### **10. Dress Code Policy**

Specifies appropriate workplace attire based on company culture and industry standards.

### **11. Employee Grievance Policy**

Provides a framework for employees to voice concerns or complaints and ensures they are addressed promptly and fairly.

### **12. Employee Discipline and Termination Policy**

Defines acceptable and unacceptable behavior and explains the disciplinary process, including termination procedures.