

HR POLICY MANUAL

1. Purpose of the HR Policy Manual

This HR Policy Manual defines key employment-related policies and procedures governing an employee's lifecycle with the organization. These policies ensure consistency, transparency, and fairness in HR decisions.

2. Probation Policy

All newly hired employees are placed on a probation period at the start of their employment.

Duration of Probation

The standard probation period is six months from the date of joining. During this period, an employee's performance, conduct, and suitability for the role are evaluated.

During Probation

- Employment may be terminated by either party with shorter notice as per appointment terms.
 - Certain benefits and confirmations are applicable only after successful completion of probation.
 - Performance feedback may be provided periodically.
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3. Confirmation of Employment

Upon successful completion of the probation period, employees may be confirmed in their roles.

Confirmation Process

- The reporting manager evaluates performance and conduct.
- HR reviews the evaluation and issues a confirmation letter.
- Confirmation is subject to satisfactory performance and compliance with company policies.

If performance is found unsatisfactory, the probation period may be extended or employment may be discontinued.

4. Performance Management

The organization follows a structured performance management process to assess employee performance and development.

Performance Reviews

- Performance reviews are conducted annually.
- Employees receive feedback on goals, responsibilities, and areas of improvement.
- Performance outcomes may influence career development decisions.

Performance reviews do not guarantee promotions or salary increases.

5. Disciplinary Action Policy

The organization reserves the right to take disciplinary action in cases of misconduct, policy violations, or unsatisfactory performance.

Types of Disciplinary Actions

Depending on the severity and frequency of the issue, disciplinary actions may include:

- Verbal warning
- Written warning
- Suspension
- Termination of employment

All disciplinary actions are documented and handled fairly.

6. Notice Period Policy

Employees are required to serve a notice period when resigning from the organization.

Notice Period Duration

- The standard notice period is 30 days, unless otherwise specified in the appointment letter.
- The organization may choose to waive or shorten the notice period at its discretion.

Employees are expected to complete handover responsibilities during the notice period.

7. Resignation Process

Employees wishing to resign must follow the formal resignation process.

Resignation Procedure

- Submit a written resignation via email or HR system.
- Serve the applicable notice period.
- Complete knowledge transfer and handover duties.
- Obtain clearance from all concerned departments.

Failure to follow the resignation process may delay final settlement.

8. Exit and Full & Final Settlement

Upon separation, employees are required to complete exit formalities.

Exit Formalities

- Return company assets (ID card, laptop, documents, etc.)
- Complete exit interview if required
- Obtain departmental clearances

Final settlement is processed after completion of all exit formalities.

9. Transfer and Internal Movement

The organization may transfer employees across departments or roles based on business requirements and employee suitability.

Transfers are communicated formally and may involve changes in responsibilities.

10. Policy Compliance

All employees are expected to comply with HR policies at all times. Non-compliance may result in disciplinary action.

11. Policy Amendments

The organization reserves the right to amend, modify, or withdraw any policy mentioned in this manual at its discretion.