

## **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.

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### **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.

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### **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.

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### **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.

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## **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.**

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## **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.**

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## **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.**

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## **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.**

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## **10. Policy Compliance**

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

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## **11. Policy Amendments**

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