

XYZ Dummy Company LTD

India Employee Policy Handbook

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Disclaimer (for academic/demo use): This handbook is a fictitious sample created for a GenAI/RAG capstone. It is not legal advice and does not represent any real company. Replace with your organization-approved policies before use.

Key Contacts	Email/Channel	Availability
HR Helpdesk	hrhelpdesk@xyzdummy.example	Mon-Fri, 10:00-18:00 IST
Ethics/SpeakUp	speakup@xyzdummy.example	Confidential reporting channel
Internal Complaints Committee (POSH)	oshr@xyzdummy.example	For sexual harassment complaints
Emergency	112 (India) / Local security desk	Immediate safety incidents

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Note: This is a sample handbook. In a real organization, each policy would have detailed scope, definitions, and references to applicable laws.

1. Code of Conduct and Work Environment

XYZ Dummy Company LTD expects all employees to act professionally, respectfully, and in alignment with our values of integrity, safety, and inclusion.

- Treat colleagues, clients, and partners with respect. No abusive language, intimidation, or bullying.
- Protect company assets and information. Use systems only for authorized business purposes.
- Conflicts of interest must be disclosed to HR/Compliance (e.g., outside employment with a competitor).
- Managers are responsible for maintaining a safe, respectful team environment and addressing issues promptly.

Dress Code (India) Policy

Our dress code supports a professional workplace while respecting local culture and role requirements.

- Business casual as default. Client sites may require stricter attire.
- Avoid clothing with offensive text/images.
- Safety gear must be used in designated areas.

No Solicitation Policy

To avoid disruption, solicitation and distribution of materials are restricted at the workplace.

- No selling of goods/services during work hours or in work areas without written approval.
- No political or religious campaigning on company premises.

2. Anti-Discrimination and Equal Employment Opportunity

We provide equal employment opportunity and do not tolerate discrimination in hiring, promotion, compensation, training, or termination.

- Decisions are based on merit, performance, and business needs.
- No discrimination based on gender, age, disability, religion, caste, marital status, sexual orientation, or any protected characteristic under applicable law.
- Reasonable accommodation will be provided for disabilities where feasible.

3. Anti-Sexual Harassment (POSH - India)

XYZ Dummy Company LTD maintains a zero-tolerance stance on sexual harassment, aligned with India's POSH requirements for workplace safety and dignity.

What is covered

Sexual harassment includes unwelcome acts such as physical contact/advances, demands for sexual favors, sexually colored remarks, showing pornography, or any other unwelcome conduct of sexual

nature.

How to report

Employees may report incidents via the Internal Complaints Committee (ICC) or HR. Confidentiality is maintained to the extent possible.

- Email: icc@xyzdummy.example
- Include details: what happened, when/where, and any witnesses or evidence.

No retaliation

Retaliation against complainants, witnesses, or anyone participating in an investigation is strictly prohibited and may result in disciplinary action.

4. SpeakUp and Whistleblowing

We encourage employees to raise concerns early. Reports are reviewed confidentially, and retaliation is prohibited.

- Report suspected misconduct, harassment, fraud, unsafe practices, or policy violations.
- Use the SpeakUp channel: speakup@xyzdummy.example or your manager/HR.
- Anonymous reports are accepted, but providing contact details may help investigation.

5. Global Anti-Corruption and Bribery

Employees must comply with anti-bribery laws and company rules regarding gifts, hospitality, facilitation payments, and interactions with government officials.

- No bribes, kickbacks, or facilitation payments, directly or indirectly.
- Gifts/hospitality must be modest, infrequent, and recorded as required. When in doubt, seek pre-approval.
- Third parties (agents, vendors) must pass due diligence and contractually commit to compliance.

6. Charitable Contributions Policy

XYZ Dummy Company LTD supports responsible community engagement while ensuring donations are lawful and transparent.

- Charitable contributions require prior written approval from CSR/Compliance.
- No donations to organizations linked to a decision-maker for business advantage.
- Maintain documentation: recipient, purpose, amount, and proof of transfer.

7. Global Background Check Policy

Background checks may be conducted as permitted by law and role requirements to protect employees, clients, and company assets.

- Checks may include identity, education, employment history, and criminal record where lawful.
- Applicants/employees will be informed and consent will be obtained where required.
- Findings are reviewed fairly and confidentially; relevance to role is considered.

8. Disciplinary Policy and Performance Improvement

Our disciplinary process is designed to be fair, consistent, and focused on corrective action.

Disciplinary (India) Policy

Depending on severity, actions may include verbal warning, written warning, suspension, or termination.

- Serious misconduct (e.g., violence, theft, harassment) may lead to immediate action.

Performance Improvement Policy (India)

When performance gaps are identified, a documented plan may be initiated with clear goals and timelines.

- Typical PIP duration: 30-60 days.
- Support may include coaching, training, and regular check-ins.
- Outcomes: successful completion, role change, or separation.

9. Employment Separation and Separation Procedures

Separations may occur due to resignation, end of contract, mutual separation, redundancy, or termination for cause.

Employee Separation Policy

Employees must serve applicable notice periods and complete all exit formalities.

- Return assets (laptop, ID card) and clear outstanding advances.
- Final settlement is processed per payroll timelines and legal requirements.

Separation Request Procedures

Managers and HR coordinate the exit checklist to ensure secure knowledge transfer and access removal.

- Access deprovisioning is completed on the last working day (or earlier where required).
- Exit interview feedback is optional but encouraged.

No Call No Show Policy

Unexplained absence without notification may trigger attendance action under disciplinary guidelines.

- Employees must inform their manager/HR as early as possible and provide documentation where required.

10. Leave, Holidays, and Attendance

Leave benefits support wellbeing and comply with applicable laws. Specific entitlements may vary by employment type and location.

Leave Policy - India

Employees may be eligible for annual/earned leave, sick leave, and other special leaves as applicable.

- Requests should be submitted in the HR system in advance where possible.
- Medical documentation may be required for extended sick leave.

Leave Policy - Disability due to Terminal Illness (Sample)

XYZ Dummy Company LTD provides compassionate support for employees facing severe medical conditions.

- Eligibility and documentation requirements apply.
- HR will coordinate benefits, confidentiality, and reasonable accommodations.

Final Holiday Calendar (Sample)

A holiday calendar is published annually. Below is an illustrative structure (dummy).

Category	Example (Dummy)	Notes
National Holidays	Republic Day, Independence Day	As per India statutory requirements
Company Holidays	Founders Day (Dummy)	Declared annually
Optional Holidays	Regional festival (Dummy)	Subject to manager approval

11. Benefits, Insurance, and Retirement

Benefits are designed to support employees and their families. Eligibility depends on employment type and applicable law.

Employee Benefits Policy

Examples of benefits may include medical coverage, paid leaves, wellness initiatives, and learning support (as applicable).

- Details are provided in the benefits portal and may change with prior notice.

Insurance Policy - India

Company-provided insurance may include group medical insurance and accidental coverage, subject to plan rules.

- Claims must be submitted with required documents within timelines.
- Misrepresentation may lead to claim denial and disciplinary action.

Retirement Benefit Policy

Retirement benefits (e.g., provident fund, gratuity) are provided as per legal requirements and internal rules.

- Eligibility and vesting depend on tenure and statutory criteria.

12. Work Arrangements (Hybrid, Remote, Part-time, Shifts, Overtime)

Work arrangements are based on role needs, client commitments, security requirements, and local laws.

Hybrid Work Policy

Hybrid work typically includes a mix of office and remote work as defined by business unit guidelines.

- Employees must follow security practices for remote access.
- Managers may require office presence for collaboration or client needs.

Remote Working Arrangement Policy

Remote work requires a stable internet connection and a safe, private workspace.

- Use company-approved VPN and devices.
- Do not print or leave confidential documents unattended.

Part-time Policy - India

Part-time arrangements may be approved for eligible roles with prorated pay and benefits as applicable.

- Hours and deliverables must be documented in writing.

Shift Policy (Non-BPO)

Shifts are assigned based on project needs and published in advance where possible.

- Adhere to shift timings and handover procedures.

Global Overtime Policy

Overtime must be pre-approved and recorded according to local rules and project guidelines.

- Excessive overtime should be avoided; managers should plan capacity responsibly.

13. Travel, Expenses, Relocation, and Transfers

Employees may be required to travel or relocate based on business needs. All claims must be accurate and supported by receipts.

Global Travel and Expense

Travel must be pre-approved. Expenses should be reasonable, necessary, and compliant with limits.

- Submit claims within 10 business days of trip completion.
- No personal expenses should be billed to the company.

Global Relocation Policy

Relocation support may be offered for approved moves, depending on level and role.

- Coverage may include moving costs, temporary accommodation, and joining support (dummy examples).

India Domestic Relocation Policy

Domestic relocation may be approved for business continuity, skill alignment, or client requirements.

- HR provides relocation letter and coordinates logistics where applicable.

Domestic Deputation and Transfer Policy

Temporary deputation/transfers define duration, reporting lines, pay components, and allowances.

- All deputations must have written approval and start/end dates.

Work Commute Allowance Policy - BPO (Sample)

Commute allowances may be provided for eligible shift-based roles, subject to attendance and process compliance.

- Dummy rule: allowance applicable for late-night shifts with approved roster.

14. Workplace Safety, Security, and Closures

We are committed to a safe workplace. Employees must follow safety instructions, report hazards, and participate in drills as required.

Global Health and Safety Policy

Follow all safety signage and instructions. Report near-misses and incidents immediately.

- No unauthorized access to restricted areas.
- Follow emergency evacuation procedures.

Company and/or Client Closures Due to Public Events (Sample)

In case of natural disasters, civil unrest, or public health events, the company may declare closures or remote-work instructions.

- Employees should monitor official communications and confirm status with managers.
- Business continuity plans may apply for critical roles.

15. Facilities and Programs

Certain programs are offered to support employees. Availability depends on location and budget.

Child Daycare Program Policy

Where available, childcare support may be offered via on-site or partner facilities.

- Eligibility and waitlist rules apply.
- Parents/guardians must follow facility safety guidelines.

Club Membership Policy

Company-sponsored memberships may be offered for wellbeing and community building (dummy program).

- Subject to approval, budget limits, and code of conduct expectations.

Workplace Workstation/Cabin Allocation Policy

Workspace allocation is based on role requirements, availability, and business priorities.

- Hot-desking may apply for hybrid roles.
- Managers can request exceptions with justification.

Internal Complaints Committees

The company maintains committees for POSH and other workplace concerns as applicable.

- Committee membership and escalation routes are published on the intranet.

16. Transportation, Motor Vehicle Use, and Vehicle Loans

Employees must comply with local laws and safety rules when using company-provided or reimbursed transport.

Transportation Policy

Transport services may be provided for eligible roles or shifts, subject to security and cost considerations.

- Employees must follow pickup/drop rules and safety instructions.

Motor Vehicle Use Policy - India

If using a vehicle for business, ensure valid license, insurance, and compliance with traffic laws.

- No texting while driving.
- Report accidents immediately to HR/Security and local authorities.

Vehicle Loan Policy

Vehicle loans (dummy benefit) may be offered based on eligibility, tenure, and repayment capacity.

- Loan terms, interest rates, and deductions are defined in the loan agreement.

17. India Bench Policy Guidelines

Bench refers to the period when an employee is not assigned to a billable project. The company uses bench time for upskilling and redeployment.

- During bench, employees must complete assigned training, internal tasks, or interviews for new roles.
- Bench reviews occur periodically (e.g., weekly/biweekly) to track readiness and placement.
- Extended bench without engagement may trigger performance review and redeployment decisions.

Acknowledgement

This sample handbook is provided for demonstration. In a real organization, employees would acknowledge reading and understanding the latest approved policies.

Employee Name: _____ Employee ID: _____

Signature: _____ Date: _____

End of document.