

Human Resources Policy Manual

For ABC TECHNOLOGIES

1. Introduction

Welcome to [Tech Company Name]. This Human Resources (HR) Policy Manual outlines the standards, procedures, and benefits applicable to all employees. Our goal is to foster a fair, inclusive, and innovative workplace.

2. Equal Opportunity & Diversity

- We are an equal opportunity employer.
- Employment decisions are based on merit, qualifications, and business needs.
- Discrimination or harassment based on race, gender, age, religion, sexual orientation, disability, or any protected status is strictly prohibited.

3. Recruitment & Onboarding

- All job openings are posted internally and externally.
- Background checks are conducted in compliance with applicable laws.
- New hires undergo a structured onboarding process, including orientation and training.

4. Work Hours & Attendance

- Standard workweek: 40 hours, Monday to Friday.
- Flexible hours and remote work are available upon manager approval.
- Employees must record attendance via the company's HR portal.
- Absences should be reported as early as possible.

5. Compensation & Payroll

- Salaries are reviewed annually based on performance and market benchmarks.
- Payroll is processed monthly, with direct deposit as the default method.
- Overtime is compensated according to applicable laws and company policy.

6. Leave Policies

Leave Type	Annual Entitlement	Notes
Paid Time Off	20 days	Includes vacation and personal leave
Sick Leave	10 days	Medical certificate required after 2 days
Parental Leave	16 weeks	For primary caregivers
Bereavement	5 days	Immediate family
Unpaid Leave	As approved	Manager and HR approval required

7. Remote Work & Hybrid Policy

- Eligible employees may work remotely up to three days per week.
- All remote work must comply with data security and confidentiality standards.
- Employees are expected to be available during core business hours.

8. Code of Conduct

- Treat colleagues, clients, and partners with respect.
- Adhere to company confidentiality and data protection protocols.
- Use company resources responsibly.
- Report any misconduct or policy violations to HR.

9. Performance Management

- Annual performance reviews are conducted for all employees.
- Objectives are set collaboratively and reviewed quarterly.
- Constructive feedback is encouraged and documented.

10. Training & Development

- Employees are encouraged to pursue professional development.
- The company provides access to online courses, workshops, and certifications.

- Tuition reimbursement is available for approved programs.

11. Benefits

- Health, dental, and vision insurance coverage.
- Employee Stock Option Plan (ESOP).
- Retirement savings plan with company match.
- Wellness programs, including gym membership reimbursement.

12. Workplace Safety

- The company is committed to providing a safe and healthy work environment.
- Emergency procedures are posted in all offices.
- Report any safety hazards immediately to Facilities or HR.

13. Disciplinary Procedures

- Violations of company policy may result in verbal warnings, written warnings, suspension, or termination.
- Employees have the right to respond to allegations and appeal decisions.

14. Grievance Redressal

- Employees may file grievances confidentially with HR.
- All complaints are investigated promptly and impartially.
- Retaliation against complainants is prohibited.

15. Policy Review & Amendments

- HR policies are reviewed annually.
- Updates are communicated to all employees.
- Employees may suggest improvements to HR at any time.

For questions or clarifications, contact the HR Department at [hrabctech.com](mailto:hr@hrabctech.com).

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