

	Employee Handbook Policy	HRPO18
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Document Identification

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Author(s)	Rabindra
Approver(s)	Souvik
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REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/2013	Initial Release	Rabindra	Souvik

1. POLICY PURPOSE

The purpose of this policy is to describe the Development, Release, Maintenance of Employee Handbook to communicate to all employees about the company HR polices and procedures as decided by the

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Management.

2. POLICY SCOPE

The Policy is applicable to all categories of employees at Kreatio Software Applications

3. POLICY DESCRIPTION

- The HR department develop a detailed Employee Handbook and issue to all existing employees once for all and also make it available online in centrally accessible server or repository
- The employee handbook is issued to all new employees upon joining.
- Employee handbook shall also need to be issued to contract or internships to align them with policies.
- All employees need to maintain the employee handbook and should not disclose the information to any second or third party in any case
- The employee handbook acts as a common communication platform, and ensures all employees are clear about the company policies and procedures.

4. POLICY DEPLOYMENT

- The HR department is responsible to deploy this policy successfully in the organization.
- The HR department shall also maintain list of people who have received the employee handbook for records.

5. POLICY REVIEW

The Top Management shall review the policy and deployment once in a year.