

HUMAN RESOURCES POLICY MANUAL

1. INTRODUCTION

This Human Resources (HR) Policy Manual outlines the policies, procedures, and guidelines governing employment at the Company. It aims to ensure consistency, transparency, legal compliance, and a positive work environment.

Assumptions for this document:

- Jurisdiction: India
- Organization Type: Small to Medium Enterprise (SME)
- Industry: Information Technology / Services
- Format: Formal corporate HR policy

These policies apply to all employees unless otherwise specified.

2. EMPLOYMENT & RECRUITMENT POLICY

2.1 Equal Employment Opportunity

The Company provides equal employment opportunities to all employees and applicants without discrimination based on gender, age, religion, caste, disability, marital status, or any other legally protected characteristic.

2.2 Recruitment & Selection

- Recruitment is based on merit, qualifications, experience, and organizational needs.
- Background verification may be conducted before confirmation of employment.
- Employment offers are subject to submission of required documents.

2.3 Employment Categories

- Permanent Employees
- Probationary Employees
- Contractual/Consultant Employees
- Interns/Trainees

2.4 Probation

All new employees will undergo a probation period of 3–6 months, subject to performance review.

3. LEAVE & ATTENDANCE POLICY

3.1 Working Hours

- Standard working hours: 9 hours per day, 5 days per week
- Weekly off: Saturday & Sunday (unless otherwise specified)

3.2 Leave Types

- Casual Leave (CL)
- Sick Leave (SL)
- Earned/Privilege Leave (EL/PL)
- Maternity Leave (as per Maternity Benefit Act, 1961)
- Paternity Leave (as per company policy)
- Public & Festival Holidays

3.3 Attendance

- Employees must record attendance through the approved system.
 - Late arrivals and absenteeism may lead to disciplinary action.
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4. CODE OF CONDUCT

4.1 Professional Behavior

Employees must maintain integrity, professionalism, and ethical conduct at all times.

4.2 Conflict of Interest

Employees must avoid situations where personal interests conflict with company interests.

4.3 Confidentiality

All company information must be treated as confidential during and after employment.

4.4 Use of Company Assets

Company assets must be used responsibly and for official purposes only.

5. COMPENSATION & BENEFITS POLICY

5.1 Salary Structure

- Salaries are paid monthly as per agreed terms.
- Statutory deductions (PF, ESI, TDS) apply as per law.

5.2 Benefits

- Provident Fund (PF)
- Employee State Insurance (ESI) (where applicable)
- Gratuity (as per Payment of Gratuity Act, 1972)
- Health Insurance (if provided)

5.3 Incentives & Bonuses

Performance-based incentives and bonuses may be awarded at management discretion.

6. PERFORMANCE MANAGEMENT POLICY

6.1 Performance Appraisal

- Annual or bi-annual performance reviews
- Goal-based evaluation

6.2 Promotions & Increments

Based on performance, role availability, and business requirements.

6.3 Training & Development

The Company encourages continuous learning and skill development.

7. DISCIPLINARY & GRIEVANCE POLICY

7.1 Disciplinary Action

Disciplinary actions may include:

- Verbal Warning
- Written Warning
- Suspension
- Termination

7.2 Grievance Redressal

Employees may raise grievances with their manager or HR. All grievances will be handled confidentially and fairly.
