

## **1. Onboarding Policy**

**Objective:** Ensure a smooth, welcoming, and efficient integration of new employees into the organization.

**Policy guidelines:**

- Pre-boarding: HR will send welcome emails, necessary documentation, and access credentials before the start date.
- Orientation: New hires will undergo a structured orientation program covering company culture, policies, benefits, and tools.
- Training: Role-specific training will be provided within the first 30 days.
- Mentorship: Each new employee will be assigned a mentor for the first 90 days.
- Feedback: HR will conduct onboarding feedback sessions at 30, 60, and 90 days.

## **2. Promotions Policy**

**Objective:** Recognize and reward employee performance, potential, and contributions through fair and transparent promotion practices.

**Policy guidelines:**

- Eligibility: Employees must meet tenure, performance, and skill criteria defined for each role.
- Evaluation: Promotions are based on performance reviews, manager recommendations, and business needs.
- Transparency: Promotion criteria and processes will be communicated clearly to all employees.
- Appeals: Employees may request a review of promotion decisions through HR.

## **3. Disciplinary Actions Policy**

**Objective:** Maintain a respectful, safe, and productive work environment through consistent and fair disciplinary procedures.

**Policy guidelines:**

- Progressive Discipline: Includes verbal warning, written warning, suspension, and termination.
- Documentation: All disciplinary actions must be documented and stored securely.
- Investigation: HR will conduct a fair and confidential investigation before any disciplinary action.
- Appeals: Employees have the right to appeal disciplinary decisions through a formal process.

## **4. Inclusiveness Policy**

**Objective:** Foster a workplace culture where all employees feel valued, respected, and empowered to contribute.

**Policy guidelines:**

- Respectful Communication: All employees must engage in respectful and inclusive communication.
- Accessibility: Ensure physical and digital accessibility for all employees.
- Employee Resource Groups (ERGs): Support ERGs that promote inclusiveness and community.
- Training: Mandatory inclusiveness training for all employees annually.

## **5. Diversity Policy**

**Objective:** Promote diversity in hiring, development, and leadership to reflect the communities we serve.

**Policy guidelines:**

- Recruitment: Implement diverse hiring panels and outreach strategies to attract underrepresented talent.
- Metrics: Track and report diversity metrics quarterly.
- Leadership Development: Provide leadership opportunities and mentorship for diverse talent.
- Zero Tolerance: Discrimination or bias of any kind will not be tolerated.