

Employee Policies - Sample Document

1. Code of Conduct

All employees must maintain a professional attitude and adhere to company values during working hours.

2. Attendance Policy

Regular attendance is mandatory. Late arrivals or absences must be communicated to HR in advance.

3. Leave Policy

Employees are entitled to 15 days of paid leave annually. Sick leaves should be supported by a medical certificate.

4. Dress Code

Business casual is the expected dress code. Fridays are optional for casual wear.

5. Anti-Harassment Policy

The company maintains a zero-tolerance policy toward any form of harassment. All complaints will be confidentially investigated.

6. Internet & Email Usage

Office internet and email systems are to be used strictly for professional purposes.

7. Remote Work Policy

Employees may request remote work up to 2 days a week, subject to manager approval.

8. Performance Evaluation

Employees will be evaluated every 6 months based on KPIs and team feedback.

9. Disciplinary Action

Violations of policies may lead to disciplinary action including termination.

10. Grievance Redressal

A formal channel is available for employees to raise any workplace concerns with HR.