

# Human Resource (HR) Policy

## Purpose

The HR Policy outlines the principles and guidelines for managing the workforce of the organisation in a fair, transparent, and professional manner.

## Scope

This policy applies to all employees, whether full-time, part-time, contractual, or temporary.

## Key Elements

**Code of Conduct:** Expected standards of behaviour, professional ethics, anti-harassment, and non-discrimination principles.

**Recruitment and Selection:** Transparent and merit-based hiring processes.

**Working Hours and Attendance:** Office timings, breaks, attendance recording, and overtime norms.

**Leave Policy:** Eligibility, accrual, and approval process for annual leave, sick leave, maternity/paternity leave, and other special leave.

**Compensation and Benefits:** Structure of remuneration, allowances, statutory benefits (PF, ESI, gratuity), and reimbursement rules.

**Performance Management:** Appraisal process, promotions, increments, and grievance redressal.

**Training & Development:** Opportunities for skill-building and career growth.

**Separation Policy:** Notice period, exit formalities, final settlement, and issuance of relieving/experience letters.