

# **HR POLICY**

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Sample

## 1. OBJECTIVE OF HR POLICY AND INTERPRETATION

This HR Policy serves to guide all employees with the corporate philosophy of ○○○○ (hereinafter referred to as the “Company”) benefit employees, and other important information.

This HR Policy will serve as a constant reminder to all employees and help the employees to improve their performance and share pride in their achievements.

The Management will review this policy periodically or as and when necessary.

This HR Policy is for internal use only. Therefore, for doubts on individual matters, employees are advised to approach the Management. This policy is intended to improve the quality of their stay with company.

***This document is for internal use and for restricted circulation. The contents of this document are confidential. You should not print, copy, and disclose or otherwise disseminate this document in any form whatsoever.***

## 2. COMPANY PHILOSOPHY

This space is noted by the Client.

Please Note your COMPANY PHILOSOPY here.

## 3. DEFINITION OF THE EMPLOYEE

Definition of the Employee/Workman:

A. Regular employee

B. Permanent employee

C. Probationers

D. Contract

E. Tr

Definition of the Employee/Workman: Employees may be given as under:

A. Regular employee: An employee who is working for company and engaged

B. Permanent employee: An employee who is working for company and engaged on training period, probationer or permanent

C. Probationers: An employee, who is working for company and engaged

D. Contract: An employee who is working for company and completed his/her training/probation period and

E. Tr: An employee who is working for company and received his/her confirmation letter in writing.

**C. Probationer:** The employee who is provisionally employed on the trial basis to ascertain his/her suitability to fill vacancy in a permanent post and has been confirmed as permanent in writing by the management. All regular appointments against permanent vacancy shall ordinarily be on probation for a period of 6 months. He/she shall be confirmed after completion of 6 (six) months.

**D. Contractual employee:** The employee, who is employed on a contractual basis of the nature of job through other agency for a specified period.

**E. Temporary Employee** are those employees mentioned in the letter of appointment as follows:

- (1) The employee who is employed for a specific period intended to be employed.
- (2) A temporary employee for employment. The service shall come to an end on the completion of the work / assignment for which he/

**PRODUCT**

It is expected that the employee should handle company business in a professional manner and adhere to the company's Values and Commitments.