

# Basic Organizational HR Policy Format

## 1. POLICY PURPOSE

This policy outlines the fundamental guidelines and procedures regarding human resource management in the organization.

## 2. SCOPE

This policy applies to all employees of the organization, including full-time, part-time, and temporary staff.

## 3. POLICY STATEMENT

The organization is committed to treating all employees fairly and equitably. All employment practices shall comply with applicable employment laws and regulations.

## 4. KEY HR POLICIES

### 4.1. Recruitment & Selection

- All positions shall be filled based on merit and suitability.
- Transparent recruitment and selection processes will be followed.

### 4.2. Employment Terms

- Employment contracts will specify terms, position, and responsibilities.
- Probationary periods may apply as specified in the contract.

### 4.3. Working Hours & Attendance

- Employees must adhere to official working hours as communicated.
- Attendance and punctuality are mandatory expectations.

### 4.4. Leave Policy

- Eligible leave entitlements include annual, sick, and special leave as per HR rules.
- Leave requests must be approved in advance.

### 4.5. Code of Conduct

- Employees are expected to conduct themselves professionally at all times.
- Harassment and discrimination will not be tolerated.

### 4.6. Performance Management

- Regular performance reviews will be conducted.
- Feedback and development opportunities will be provided.

## 5. DISCIPLINARY PROCEDURES

1. Breach of policy may result in disciplinary action up to and including termination.
2. All disciplinary matters will be handled fairly and in confidence.

## 6. POLICY REVIEW

This policy shall be reviewed periodically and updated as necessary to ensure continued relevance.

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**Effective Date:** \_\_\_\_\_

**Authorized by:** \_\_\_\_\_