

# HR Compliance Manual Template

## 1. Introduction

This Human Resources Compliance Manual sets forth the required policies and procedures to ensure compliance with employment laws and company standards.

## 2. Equal Employment Opportunity

The company is committed to providing equal employment opportunities without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected status.

## 3. Workplace Conduct and Ethics

- Code of Conduct
- Anti-Discrimination and Harassment
- Reporting Misconduct

## 4. Recruitment and Hiring Practices

1. Job Posting and Advertising
2. Interview and Selection Process
3. Background Checks and References

## 5. Compensation and Benefits

- Wage and Salary Guidelines
- Payroll Administration
- Benefits Enrollment and Eligibility

## 6. Attendance and Leave Policies

1. Attendance Expectations
2. Types of Leave (Sick, Vacation, Personal, etc.)
3. Leave Request Procedures

## 7. Health, Safety, and Security

- Occupational Safety Standards
- Workplace Security
- Emergency Procedures

## 8. Performance Management

1. Setting Expectations
2. Performance Reviews
3. Disciplinary Procedures

## 9. Records Retention & Confidentiality

- Maintaining Employee Records
- Confidential Information Handling

## 10. Compliance and Reporting

Procedures for ensuring ongoing compliance with applicable laws and for reporting violations.

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### Acknowledgment

I acknowledge that I have received, read, and understood the HR Compliance Manual.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_