

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.

Acknowledgment

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

Employee Signature: _____ Date: _____