

HR Manual Structure Template

1. Introduction

- Purpose of the Manual
- Scope
- Amendments & Review Policy

2. Company Overview

- Vision, Mission, and Values
- Company Structure

3. Employment Policies

- Equal Opportunity Policy
- Recruitment & Selection
- Probation & Confirmation
- Employment Classifications
- Personnel Records

4. Code of Conduct

- Workplace Behavior
- Attendance & Punctuality
- Dress Code
- Conflict of Interest
- Disciplinary Procedures

5. Compensation & Benefits

- Payroll and Salary Administration
- Leave Policies
- Insurance & Medical Benefits
- Other Employee Benefits

6. Performance Management

- Performance Review Process
- Training & Development
- Promotion & Career Progression

7. Health, Safety & Welfare

- Workplace Safety
- Emergency Procedures
- Employee Assistance

8. Separation Policy

- Resignation & Exit Process
- Retirement

- Termination
- Final Settlement

9. Appendices

- Glossary of Terms
- Relevant Forms
- Contact Details