

Standard Human Resources Policy Outline

1. Introduction

- Purpose of the Policy
- Scope and Applicability
- Policy Statement

2. Recruitment and Selection

- Job Posting Procedures
- Equal Opportunity Employment
- Interview and Selection Process
- Background Checks
- Job Offers

3. Employment Classification

- Full-Time and Part-Time Status
- Temporary and Contract Workers
- Probationary Periods

4. Compensation and Benefits

- Salary Structure
- Pay Schedule
- Benefits Eligibility
- Overtime Policy

5. Attendance and Leave

- Work Hours
- Attendance Expectations
- Vacation Leave
- Sick Leave
- Other Leaves (Maternity, Paternity, Bereavement, etc.)

6. Code of Conduct

- Behavioral Expectations
- Dress Code
- Use of Company Property
- Conflict of Interest

7. Performance Management

- Performance Reviews
- Goal Setting
- Professional Development

8. Disciplinary Procedures

- Types of Misconduct
- Disciplinary Actions
- Appeals Process

9. Workplace Health and Safety

- Safety Guidelines
- Reporting Incidents
- Emergency Procedures

10. Equal Employment Opportunity & Anti-Harassment

- Non-Discrimination Policy
- Anti-Harassment Policy
- Complaint Procedures

11. Separation of Employment

- Resignation Procedures
- Termination Procedures
- Exit Interviews
- Final Settlement

12. Policy Administration

- Policy Review and Updates
- Responsible Parties
- Distribution of Policy