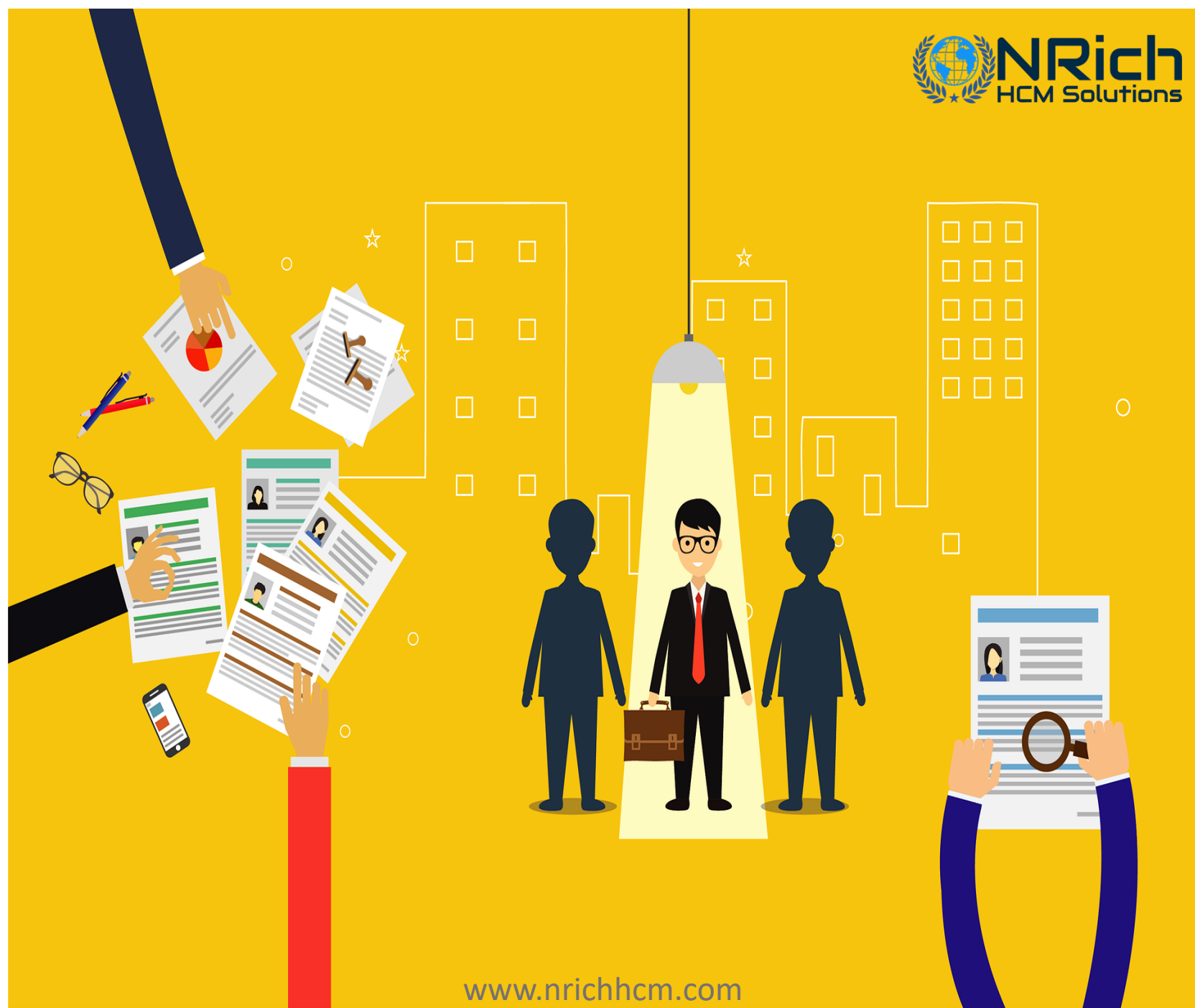


List of HR Policies



| SI # | Policy / Guidelines | Importance / What it denotes | Documents, Forms, Formats & Templates (Output) |
|------|---|--|---|
| 1 | Org Structure - Functional & Reporting | This provides one glance status on how the entire organisation looks (Current & Futuristic) in terms of Functions, Reporting, who is where, how many vacancies are still open etc., | 1. Org Structure - either in Visio or in Excel |
| 2 | Annual Recruitment / Manpower Plan (in line with Org structure) | This Annual Plan sheet provides all vacant positions (in Org Chart) and will let us know by when we need to have these positions to be filled for the next one year (can be planned either for a Financial year / calendar year) | 2. Annual Recruitment Plan (in .xls sheet) |
| 3 | Recruitment Policy / Manpower Policy | This policy & procedure guides on Sources of Recruitment and steps for Successful hiring | 3. Policy document with Procedure 4. Talent Requisition form 5. Candidate information sheet 6. Candidate Evaluation Sheet (Assessment Remarks from all rounds of interview & Final Selection remarks) 7. Conditional Offer Letter / Email draft |
| 4 | Onboarding / Joining formalities (Along with checklist) | These guidelines will provide the action details while a new employee joins the organisation through a checklist | 8. Guideline Document 9. Joining formalities checklist |
| 5 | Appointment Letter (with Employment Terms & Conditions) | This document is a well drafted, legally adhered appointment letter with all Employment Terms & Conditions | 10. Appointment Letter with all employment Terms & Conditions |

| SI # | Policy / Guidelines | Importance / What it denotes | Documents, Forms, Formats & Templates (Output) |
|------|---|--|--|
| 6 | NDA & Confidentiality Policy | This document is a well drafted Non Disclosure Agreement (NDA), which encompasses information confidentiality policy clauses which needs to be signed by every employee | 11. NDA |
| 7 | Probation & Confirmation | Customized Guidelines for client on probation & employee confirmation. If this is not dealt properly, employee disengagement starts underlyingly | 12. Probation & Confirmation Guidelines |
| 8 | Employee Code of Conduct | For disciplinary conduct of the Organisation's work, every employee must know and adhere; This document must be made available for every employee refer the Organisation's code of conduct | 13. Employee Code of conduct (As per the Organisation) |
| 9 | Leave Policy | This Policy talks about Leave types, and their treatment, Rules and Regulations, penalties for not adhering, impact of the same | 14. Leave Policy Document |
| 10 | Internet & Email Policy | This Policy talks about how to use internet and office emails by all types of employees and their authorizations | 15. Internet & Email Policy Document |

| SI # | Policy / Guidelines | Importance / What it denotes | Documents, Forms, Formats & Templates (Output) |
|------|--|--|---|
| 11 | Social Media Policy | This Policy Talks about, how employees need to behave and post in social media as part of the organisation (For eg., Postings in FB or LinkedIn / Glassdoor about Organisation) Authorizations, Content vetting etc., | 16. Social Media Policy document |
| 12 | Prevention of Sexual Harassment (POSH) Policy | A mandatory policy as per statute, all registered companies need to define policy, occurrences, prevention measures, penalty measures, maintaining occurrence log etc will take part into this policy | 17. POSH Policy document |
| 13 | Training / L&D Policy | This policy covers, all the details of the process of Training & Development from Need Analysis (TNA), to Training Evaluation | 18. Training Need Analysis (TNA) 19. Training Request 20. Training Calendar 21. Training Attendance 22. Training Feedback (Immediate & Differed) 23. Training Evaluation |
| 14 | Compensation & Benefits Policy | This Policy Guides us on Compensation Bench Marking, Benefits designing based on the contribution done by each job role, Statutory adherence (as per Income Tax for those applicable), Fixed Salary, Variable Salary & different types of benefits, etc., At the end, it will help us to get the entire HR Direct Cost | 24. C&B Policy Document |

| SI # | Policy / Guidelines | Importance / What it denotes | Documents, Forms, Formats & Templates (Output) |
|------|---|---|--|
| 15 | Compensation Structures | C&B Policy is pre-requisite for compensation structures. Devised Compensation structures for different levels of Engagements (Full time, Project Based hiring, Consulting assignments, Trainees, Interns etc) | 25. Different types of Compensation Structures based on the existing employment engagements |
| 16 | Job Descriptions, KRAs & KPIs | A Clear Job Description for each role with Key job responsibilities, Job Deliverables (in terms of KRAs & KPIs) which enables us to take control on the employee productivity at regular intervals | 26. Job Description for each role (With KRAs & KPIs) |
| 17 | Performance Management System & Appraisal (PMS) Policy | These guidelines will help us to look for Performance measuring system (Rating & Grading model), Appraisal cycles, Appraisal model with remarks and objective achievement of Performance Index (PI) for each employee for the given period, Quarterly Reviews, Project reviews, feedback mechanism, Devising Individual Development Plan, Linkage to Performance achievement at department level, Increments and Promotions to individual employees etc., | 27. 'Performance Management' Guidelines 28. Performance Appraisal Model (with Appraisal Cycles & Feedback mechanism) 29. Individual Development Plan (IDP) 30. Performance Achievement – Management Report (@ Individual, Department & Org Level) |
| 18 | Increments & Promotions Policy | This policy will guide us in terms of Increments and Promotions to be awarded as per the objective assessment results (PI / Grades achieved) | 31. Increments policy Document 32. Promotions Policy Document |

| SI # | Policy / Guidelines | Importance / What it denotes | Documents, Forms, Formats & Templates (Output) |
|------|---|---|---|
| 19 | PIP Guidelines (Perf. Improvement Plan) | This will guide us to deal with poor performers (either we follow bell curve or not) announcing specific goals within defined time period | 33. PIP Guidelines Document |
| 20 | Statutory Compliance Procedure (Step wise) | This Guide will help the HR personnel to on basic and mandatory returns & records to be maintained | 34. Statutory Compliance Guide (step wise) |
| 21 | Employee Referral Policy | This policy will establish on how to get effective references for hiring through references of existing employees. This encompasses different rules and regulations to award Employee referral bonus | 35. Employee Referral Policy Document 36. Referral Bonus & Payment terms (A table represents the details) |
| 22 | Rewards & Recognition policy | This entails, all types of appreciations, rewards & recognition to employees in different engagement terms | 37. R & R Policy Document |
| 23 | Employee Retention policy | Based on the attrition analysis & Employee satisfaction surveys, different types of retention methods to be adopted; This policy provides all types of employee retention methods to be used appropriately | 38. Employee Retention Policy Document |
| 24 | Employee Exit Policy (Along with notice period clauses) | This Policy provides employee exits & treatment of different types of exits; This also covers, Resignation, Notice Period Clauses, and other details in line with employment terms; Exit interview, Feedback & Exit analysis would also take part | 39. Employee Exit Policy Document 40. Exit interview Format 41. Exit / Attrition Analysis & Report |

| SI # | Policy / Guidelines | Importance / What it denotes | Documents, Forms, Formats & Templates (Output) |
|------|---|--|---|
| 25 | HR Department SLAs (With clear TAT) | Being HR Department need to collaborate with other line and function departments, Defining SLAs (along with Turn around time, TAT) is the fore most important thing for smooth functioning | 42. All SLAs along with clear Turn Around Times (TATs) |
| 26 | Employee Business Travel Policy | Different levels / Grades of employees need to have different privileges while business travel is concerned. Here, this policy will provide all guidelines in terms of Travel class, lodging, boarding, per diem etc | 43 Business Travel Policy Document |
| 27 | Timesheet Policy | Notifying the contribution of each employee per day in terms of time spent on each task (hourly basis) so that, what is the average time that each task is taking | 44. Time Sheet Policy Document 45. Time Sheet Template |
| 28 | Employee Hand-Book/eBook | All HR Policies which every employee (current & new) need to know and follow, will be brought at one place where they can refer immediately. No chance for any employee to say that they don't know the policies and behave at their whims and fancies | 46. Employee Hand Book / eBook |
| 29 | Department wise SOPs (Linking with cross departmental activities) | Standard Operating Procedures and with complete TATs for regularized tasks will be notified so that irrespective of the individual, whoever comes can understand these and can quickly starts delivering with lean learning curve | 47. Drafted SOPs |

| SI # | Policy / Guidelines | Importance / What it denotes | Documents, Forms, Formats & Templates (Output) |
|------|--------------------------------------|--|--|
| 30 | Weekly and Monthly HR status Reports | Management Dash Boards with all objective parameters. Patterns and indexes will help decision makers to take informed decisions based on the facts | 48. Management Status Reports |

