

HR Policies

Outline India Research Pvt. Ltd.

1. Introduction

- Purpose of the HR policies.
 - Applicability: All employees (full-time, part-time, interns, consultants, contractual staff).
 - Equal opportunity commitment – no discrimination based on caste, religion, gender, sexual orientation, disability, etc.
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2. Employment Policies

- **Recruitment & Selection**
 - Transparent hiring process.
 - Background checks (where applicable).
 - Probation period (usually 3–6 months).
 - **Employment Types**
 - Full-time, fixed-term, consultants, interns.
 - **Probation & Confirmation**
 - Performance review during probation.
 - Written confirmation upon successful completion.
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3. Code of Conduct

- Professional behaviour and integrity.
- Confidentiality & intellectual property rights.
- Conflict of interest policy.

- Anti-harassment & POSH (Prevention of Sexual Harassment) policy – mandatory under Indian law.
 - Disciplinary actions & grievance redressal mechanism.
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4. Working Hours & Attendance

- Office timings (e.g., 9:30 AM – 6:30 PM, Mon–Fri).
 - Work-from-home/remote policy.
 - Attendance system (biometric/manual/software).
 - Overtime policy (if applicable).
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5. Leave Policy

- **Casual Leave (CL):** 7 days annually.
 - **Sick Leave (SL):** 7 days annually.
 - **Earned/Privilege Leave (EL/PL):** 10 Per year
 - **Maternity Leave:** 26 weeks (per Maternity Benefit (Amendment) Act, 2017).
 - **Paternity Leave:** 5–10 days (company discretion, not mandated).
 - **Public Holidays:** As per state govt. list.
 - **Compensatory Offs:** For work done on holidays/weekends.
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6. Compensation & Benefits

- Salary structure (basic, HRA, allowances, deductions).
- Provident Fund (EPF) & Employees' State Insurance (ESI), where applicable.
- Gratuity (after 5 years of service).
- Performance-based incentives.
- Reimbursements (travel, phone, internet, fieldwork).

7. Performance Management

- Goal setting & KRAs (Key Result Areas).
- Quarterly/half-yearly performance reviews.
- Annual appraisal & salary revisions.

8. Training & Development

- Induction & onboarding programs.
- Skill development & external training support.
- Knowledge sharing sessions.

9. Separation & Exit Policy

- Notice period (30–90 days, depending on role).
- Clearance process (handover of assets, data, responsibilities).
- Exit interview.
- Final settlement (salary, reimbursements, gratuity, PF).

10. Health, Safety & Wellbeing

- Workplace safety standards.
- Mental health & counselling support (if available).
- Medical insurance (if offered by the company).

11. Compliance & Statutory Policies

- Shops & Establishments Act (state-specific).
 - Payment of Wages Act, 1936.
 - Minimum Wages Act, 1948.
 - Payment of Bonus Act, 1965.
 - Equal Remuneration Act, 1976.
 - POSH Act, 2013.
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12. Miscellaneous Policies

- Data security & IT usage policy.
 - Travel & expense reimbursement policy.
 - Remote working/fieldwork guidelines.
 - Social media & public communication policy.
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