

# HUMAN RESOURCE POLICY

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## 1. POLICY STATEMENT

This Human Resource Policy outlines the principles and guidelines that govern the employment practices, benefits, and workplace conduct within [COMPANY NAME]. It is designed to ensure fair treatment, promote a positive work environment, and support the professional growth and well-being of our employees.

## 2. EQUAL EMPLOYMENT OPPORTUNITY

[COMPANY NAME] is committed to providing equal employment opportunities to all individuals, without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other protected status as defined by applicable laws and regulations. We strive to maintain a diverse and inclusive workplace.

## 3. RECRUITMENT AND SELECTION

We will recruit and select candidates based on their qualifications, skills, and abilities relevant to the job requirements. Hiring decisions will be made without bias or discrimination. Our recruitment process will adhere to applicable laws and regulations.

## 4. EMPLOYMENT RELATIONSHIP

- **Employment Categories:** Employees will be classified as regular full-time, regular part-time, or temporary, based on their agreed-upon work schedule and duration of employment. The terms and conditions of employment will be clearly communicated in writing.
- **Probationary Period:** New employees may be subject to a probationary period, during which their performance and suitability for the role will be evaluated. During this period, the organization reserves the right to terminate employment with or without cause.
- **Work Authorization:** Employees must provide proof of their eligibility to work in accordance with local laws and regulations.

## 5. COMPENSATION BENEFITS

- **Compensation Structure:** We will establish a fair and competitive compensation structure based on market trends, job responsibilities, and individual performance. Compensation will be reviewed periodically and adjusted when necessary.

# Policy Management In The Human Services

**BM King**



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