# Employee Handbook Template – India

This employee handbook template is designed specifically for Indian organizations. It includes references to local labor laws and HR practices. Please customize it to suit your company’s structure and policies.

## 1. Welcome Note

Welcome to [Company Name]! We're delighted to have you join our team. This handbook outlines the policies, benefits, and expectations of working with us.

## 2. About the Company

Include a short background of your company, its mission, vision, values, and organizational goals.

## 3. Employment Classification (India)

Define roles: Full-time, Part-time, Contractual, Consultant, Intern. Mention probation period (usually 3–6 months).

## 4. Work Hours and Attendance

Standard working hours are 9 hours/day and 48 hours/week. Mention late attendance policy, weekly offs, biometric or digital attendance system, and state-specific holidays.

## 5. Leave Policy (India)

Include: Earned Leave (12+ days), Casual Leave (7–8 days), Sick Leave (5–12 days), Maternity Leave (26 weeks), Paternity Leave (if offered), Festival/Public Holidays.

## 6. Salary, Benefits & Statutory Compliance

Mention salary structure, payroll frequency, Provident Fund (EPF), Employee State Insurance (ESI), Gratuity (after 5 years), Professional Tax, and applicable reimbursements.

## 7. Code of Conduct & POSH Policy

Describe behavioral expectations, ethics, professionalism, and include the Prevention of Sexual Harassment (POSH) policy and Internal Complaints Committee (ICC) information.

## 8. Performance Management

Explain appraisal cycles, KPIs/OKRs, feedback mechanism, promotion criteria, and recognition programs.

## 9. Disciplinary & Grievance Policy

List potential misconducts, steps for disciplinary action, warnings, and grievance redressal process, including whistleblower protection.

## 10. Exit Policy

Outline resignation process, notice period (30–90 days), final settlement (within 45 days), exit interviews, Form 16, relieving and experience letter process.

## 11. Employee Acknowledgment Form

Add a section for employees to sign and acknowledge they have read, understood, and agreed to comply with the handbook policies.