

## Employment Policies Sample 01

### Equal Employment Opportunity (EEO):

We are an equal opportunity employer. All employment decisions at **[Company Name]** are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, gender, national origin, disability, or any other protected characteristic.

### Anti-Harassment and Non-Discrimination Policy:

We are committed to maintaining a workplace free from harassment and discrimination. Any form of harassment—verbal, physical, or visual—that is based on race, gender, or other protected categories will not be tolerated.

### Employment Classification:

Employees at **[Company Name]** may be classified as full-time, part-time, temporary, or contract employees.

### Probationary Period:

New employees will undergo a **[Number of Months]** probationary period to assess their fit with the company and role.

## Employment Policies Sample 02

At **[Company Name]**, we are committed to maintaining a positive, inclusive, and productive work environment. Our policies are designed to ensure fairness, transparency, and respect for all employees. Below are the key policies you should be familiar with:

### Equal Employment Opportunity (EEO)

**[Company Name]** is an equal opportunity employer. We are committed to providing a workplace that is free from discrimination and harassment. Employment decisions are based on merit, qualifications, and business needs, regardless of race, color, religion, sex, gender identity, national origin, age, disability, or any other protected characteristic under applicable law. We strive to create an inclusive work environment where everyone feels valued and respected.

### Anti-Harassment and Non-Discrimination Policy

Harassment, whether verbal, physical, or visual, is strictly prohibited at **[Company Name]**. We take a zero-tolerance approach to any form of harassment or discrimination based on race, ethnicity, gender, sexual orientation, disability, or any other protected category. Any such behavior may result in disciplinary action, up to and including termination. Employees are encouraged to report any harassment incidents to HR, and we will address such reports promptly and confidentially.

## **Employment Classifications**

We classify employees into the following categories to determine benefits, eligibility and overtime pay:

- Full-Time Employees: Work at least [number] hours per week and are eligible for company benefits.
- Part-Time Employees: Work less than [number] hours per week and may not be eligible for full benefits.
- Temporary Employees: Hired for short-term projects or assignments.
- Contractor/Freelancers: Individuals working on specific projects and not considered part of the regular employee base.

Your employment classification is determined at the time of the hiring and may change depending on your role and hours worked.

## **Probationary Period**

All new hires are subject to a [number of months] probationary period. During this time, both you and [Company Name] will assess if the role is a good fit. During probation, you are eligible for full compensation but may not yet have access to certain benefits. Upon satisfactory completion of the probationary period, your employment status will be confirmed.

## **Employment at Will (if applicable)**

Employment at [Company Name] is on an "at-will" basis. This means that both you and the company have the right to terminate the employment relationship at any time, with or without cause or advance notice, except as otherwise provided by law.

## **Attendance and Punctuality**

Regular attendance and punctuality are vital to maintaining productivity and meeting business goals. Employees are expected to be present and on time for all scheduled work hours. If you are unable to attend work or expect to be late, please notify your manager as soon as possible. Consistent tardiness or absenteeism may result in disciplinary action.

## **Dress Code**

Our dress code is [business casual/casual/formal] and aims to ensure employees present themselves professionally. Employees are expected to dress appropriately for their roles. Special accommodation for religious or medical reasons can be made in consultation with HR.

## **Code of Conduct**

All employees are expected to uphold the highest standards of professionalism, honesty, and ethical behavior. This includes:

- Treating colleagues, customers, and vendors with respect.
- Always Acting in the best interests of [Company Name].
- Avoiding conflicts of interest or disclosing them to management when they arise.
- Complying with company policies and legal requirements in all business activities.

Violations of the code of conduct may result in disciplinary action, up to and including termination.

## **Confidentiality Agreement**

In the course of your work, you may have access to sensitive company information, including business plans, financial records, customer details, and proprietary technologies. Employees are required to keep all confidential information secure and not share it with unauthorized individuals, both during and after employment.

## **Conflicts of Interest**

We expect all employees to act in the best interests of [Company Name] and avoid any situations that create a conflict of interest. This includes engaging in outside employment or activities that compete with the company or could compromise your objective in carrying out your responsibilities. Any potential conflicts should be disclosed to management for review.

These employee policies are designed to ensure a harmonious and productive workplace where everyone is treated fairly and with respect. For any questions or clarifications regarding these policies, please contact the HR department.