HR and Corporate Governance Policy List

LexWin Consulting, Pune | www.lexwin.co.in/hr-policies-india.html | Word templates, PDF documents and fillable PDF forms

Hiring and Onboarding

- Consultant Agreement
- Offer Letter
- Appointment Letter
- Existing Employee Appointment Letter
- Onboarding Policy
- Probation and Confirmation Policy

Attendance and Leave

- Attendance and Working Hours Policy
- Leave Policy
- Work From Home Policy

Performance and Exit

- Employee Appraisal Policy
- Career Progression Policy
- Performance Improvement Plan Policy
- Offboarding Policy

Pay and Benefits

- Referral Policy
- Salary Advance Policy
- Travel Policy
- Awards and Recognition Policy

Corporate Governance

- Related Party Transactions Policy
- Corporate Social Responsibility Policy
- Nomination and Remuneration Policy
- Vigil Mechanism and Whistleblower Policy
- Code of Conduct for Directors and Independent Directors
- Board Evaluation Policy
- Risk Management Policy
- Internal Financial Controls Policy
- Loans, Investments and Guarantees Policy
- Deposits Acceptance Policy
- Fraud Reporting Policy
- Board Diversity and Succession Planning Policy
- Familiarization Programme for Independent Directors

Conduct and Workplace

- Employee Code of Conduct
- Reporting Manager Duties
- Workplace Policy
- NDA and Non Compete
- IT Acceptable Use Policy
- Information Security Policy
- Employee Data Privacy Policy
- Incident Management Policy
- Disciplinary Action Policy
- Grievance Redressal Policy

POSH

- POSH Policy
- Internal Committee Handbook
- Management Guidelines
- Annual Report Format
- Employee Communication
- IC Review Meeting Minutes

Forms and Letters

- Employee Information Form
- Onboarding Checklist and Signoff
- Policy Acknowledgement Form
- Asset Issue Undertaking
- Service Bond Undertaking
- Separation Undertaking
- Exit Interview Form
- Experience Letter Template
- Relieving Letter Template
- Offboarding Checklist

Packages: HR Policies, Corporate Governance Policies, Complete Set. State-specific versions available for your state. Documents are drafted with reference to applicable Indian laws; templates should be customized to your facts and circumstances. These are policy documents and templates, not legal advice. To discuss your requirement: book a call at calendly.com/sadanand-sonar/30min or write to info@LexWin.co.in.