

HR POLICY

HR Policies for Civil Interior and Exterior Projects

1. **Workplace Safety:**
 - Adhere to all safety protocols and regulations.
 - Use of personal protective equipment (PPE) is mandatory.
 - Regular safety drills and training.
2. **Recruitment and Staffing:**
 - Hire skilled and qualified workers for specific interior/exterior tasks.
 - Conduct background checks and verify certifications.
3. **Training & Development:**
 - Provide ongoing training for employees.
 - Ensure certification compliance for specialized tasks.
4. **Employee Rights & Benefits:**
 - Fair wages based on job roles and experience.
 - Health and insurance benefits for all eligible employees.
 - Paid leave and holidays as per company policy.
5. **Code of Conduct:**
 - Maintain professionalism, punctuality, and quality of work.
 - Respectful work environment, free from discrimination.
6. **Work Hours and Attendance:**
 - Adhere to specified work hours and notify of absences in advance.
 - Overtime compensation as per labor laws.
7. **Project Management and Coordination:**
 - Timely project completion with quality checks.
 - Collaboration and coordination between interior and exterior teams.