

HR Policy Handbook

Building Materials & Hardware

Document type: Policy · Generated 13 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes an HR policy handbook for a building-materials business — attendance and leave, cash/stock handling and accountability, safety for godown/loading staff, conduct, POSH, and exit — so rules are clear for counter, accounts and godown staff. Use it to set ground rules. For conduct in the contract use the Employee Agreement.

Purpose of this tool & output

Ground rules for store and godown staff

How the output is used

Use it as the ground rules for store and godown staff — attendance, conduct, leave, safety and cash handling in one clear handbook.

Who receives it

It is an internal policy owned by the proprietor and applied to all store and godown staff, shared with them on joining.

Important cautions

Ensure compliance with labour laws and worker safety; a POSH policy/committee is mandatory once thresholds are met.

Companion documents

- Staff Hiring Kit
- Employee Agreement
- Sales Staff Incentive Plan
- Staff Training Program
- Attendance & Payroll System
- Staff Retention Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.