

HR Policy Handbook

Consumer Electronics & Appliances

Document type: Policy · Generated 14 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 — attendance, pay and incentives, cash/stock/customer-data accountability, honesty and no-cheating, conduct, POSH, and exit — for a store-and-service workforce handling cash, high-value stock and customer trust. 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 service staff

How the output is used

Use it as the ground rules for store and service staff — attendance, conduct, cash and parts handling and discipline in one clear handbook.

Who receives it

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

Important cautions

Ensure labour-law compliance; make cash/stock accountability and honesty (no cheating customers, no data misuse) zero-tolerance — they protect customers, stock and the brand. POSH applies once thresholds are met.

Companion documents

- Sales & Service Staff Hiring Kit
- Sales & Service Incentive Scheme
- Product & Service Training
- Staff Retention
- Attendance & Payroll System

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.