

FMCG Field HR Policy Handbook

FMCG Brands & Distribution

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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 an FMCG business with a field-heavy workforce — attendance/leave for field staff, expense/conveyance, incentives, conduct, POSH, travel and exit — so rules are clear and consistent. Use it to set HR ground rules. For sales-specific conduct use the Sales Employee Agreement.

Purpose of this tool & output

Ground rules for a field-heavy team

How the output is used

Use it as the ground rules for a field-heavy team — an HR policy handbook covering conduct, travel, expenses, cash handling and discipline.

Who receives it

It is an internal policy owned by the company and applied to all field and office staff, shared with them on joining.

Important cautions

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

Companion documents

- Field Sales Hiring Kit
- Sales Employee Agreement
- Field Force Attendance & Reporting System
- Sales Induction & Onboarding
- Sales Performance Management & PIP
- Field Force Retention & Engagement

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.