

Design Firm HR Policy Handbook

Interior Design & Architecture

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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

Generate an HR policy handbook for an interior/design firm — employment, working hours and site visits, leave, conduct and confidentiality (designs/clients), POSH and grievance — practical for a mixed studio-and-site team. Describe the firm below.

Purpose of this tool & output

Fair policies for a creative + site team

How the output is used

Use it as fair policies for a creative and site team — an HR policy handbook covering conduct, safety, leave and discipline.

Who receives it

It is an internal policy owned by the firm and applied to all design and site staff, shared with them on joining.

Important cautions

AI-generated handbook; align with current labour laws and have it reviewed.

Companion documents

- Designer Hiring Kit
- Design & Site Team Structure
- Freelancer / Consultant Agreement
- Site Team & Supervisor Management
- Team Training & Skill 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.