

HR Policy / Handbook Builder

Nonprofit, NGO & Social Sector

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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

Drafts an HR policy handbook — sections on employment, compensation, leave, conduct, POSH, safeguarding, grievance and travel/field — with applicable labour-law compliance. Use this for a fair, compliant staff handbook. Align to applicable laws and have it reviewed. For POSH specifically use the POSH Policy & Committee Kit.

Purpose of this tool & output

A fair, compliant staff handbook

How the output is used

Adopt a fair, compliant staff handbook covering pay, leave, conduct and grievance.

Who receives it

Approved by management; applies to all staff and is issued at joining.

Important cautions

AI-generated handbook; align to applicable laws and have it reviewed.

Companion documents

- NGO Hiring Kit
- Volunteer Management System
- Staff Training & Capacity Plan
- Performance Review Kit
- Attendance & Leave Policy
- Consultant / Contract Agreement

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.