

Print Unit HR Policy Handbook

Printing & Packaging

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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 a printing/packaging unit — attendance and shifts, leave, wages and overtime, conduct and discipline, safety, harassment (POSH) and grievance — practical for a factory-floor SME. Describe your unit below.

Purpose of this tool & output

Set fair, clear rules for the team

How the output is used

Use it to set fair, clear rules for the team — a print unit HR policy handbook across conduct, attendance, leave and safety.

Who receives it

The policy applies to all employees and is acknowledged by them; a copy is kept on record.

Important cautions

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

Companion documents

- Print Unit Workforce Plan
- Press Operator Hiring Kit
- Machine Safety SOP
- Ink & Solvent Chemical Safety SOP
- Shift Roster & Duty Plan
- Operator Skill Training 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.