

HR Policy Compliance Certificate

This is to certify that the undersigned employee has thoroughly read, understood, and agreed to comply with all HR policies as set forth by the company. The acknowledgement of the following policies and procedures has been duly received and accepted by the employee.

Employee Information:

Name: _____

Employee ID: _____

Department: _____

Designation: _____

List of HR Policies Covered:

- Code of Conduct and Disciplinary Policy
- Attendance and Leave Policy
- Anti-Harassment and Non-Discrimination Policy
- Information Security and Data Protection Policy
- Grievance Redressal Mechanism
- Workplace Health and Safety Policy

Date: _____

Location: _____

Employee Signature

HR Manager Signature

Important Notes:

- This certificate must be retained in the employee's personnel file for future reference.
- All updates to the HR policies require a fresh compliance acknowledgement from employees.
- Non-compliance with any HR policy may result in disciplinary action as per company rules.
- Employees should consult HR for clarifications regarding any of the policies listed above.