**Assignment Instructions: Create an HR Policy**

**Objective:**  
Develop an HR policy that aligns with legal compliance and best practices to address a workplace issue. This exercise will help you understand how HR policies are structured and their impact on workplace culture and compliance.

**Step 1: Choose a Workplace Issue**

Select a topic relevant to HR compliance and organizational policies. Examples include:  
✅ **Harassment Prevention** – Addressing workplace harassment and discrimination.  
✅ **Paid Time Off (PTO) Policy** – Outlining vacation, sick leave, and personal days.  
✅ **Remote Work Policy** – Establishing expectations for remote employees.  
✅ **Code of Conduct** – Defining professional behavior and disciplinary actions.  
✅ **Diversity, Equity & Inclusion (DEI) Policy** – Promoting an inclusive workplace.

**Step 2: Draft Your HR Policy**

Your policy should include the following sections:

1. **Policy Name & Purpose**
   * Clearly define the policy and its objectives.
2. **Scope & Applicability**
   * Specify who the policy applies to (e.g., all employees, specific departments).
3. **Policy Statement**
   * Clearly outline the policy rules, expectations, and requirements.
4. **Legal Compliance**
   * Reference relevant laws and regulations (e.g., ADA, FMLA, EEOC, OSHA).
5. **Procedures & Enforcement**
   * Explain how the policy will be implemented and enforced.
   * Describe the reporting process for violations.
6. **Consequences for Non-Compliance**
   * Outline disciplinary actions for violations (e.g., warnings, suspension, termination).
7. **Employee Acknowledgment & Training**
   * State how employees will be informed about the policy (e.g., training sessions, handbooks).

**Step 3: Presentation & Discussion**

1. **Present Your Policy:**
   * Provide an overview of your policy in a short presentation.
   * Explain why it is important and how it benefits employees and the organization.
2. **Class Discussion & Feedback:**
   * Engage in a discussion about the strengths and areas for improvement in each policy.
   * Consider how the policy aligns with business goals and compliance needs.

**Evaluation Criteria:**

✔ **Clarity & Structure:** Is the policy well-organized and easy to understand?  
✔ **Legal Compliance:** Does it align with workplace laws and regulations?  
✔ **Feasibility:** Can the policy be realistically implemented in a workplace setting?  
✔ **Effectiveness:** Does it effectively address the chosen workplace issue?