**EDITABLE POLICY HANDBOOK**

*This Editable Policy Handbook is designed for Nigerian SMEs to set clear expectations, promote accountability, and ensure workplace order. It can be customized to fit any industry. All sections below are editable and practical.*

1. Code of Conduct

Outlines expected behavior in the workplace, including respect, punctuality, dress code, and communication guidelines.

2. Working Hours & Attendance

Defines official working hours, break periods, late arrivals, absences, and procedures for requesting time off.

3. Leave Policy

Explains types of leave (annual, sick, maternity/paternity), leave eligibility, and application/approval processes.

4. Performance & Appraisal

Covers performance review periods, evaluation criteria, promotion consideration, and staff development expectations.

5. Disciplinary Measures

Lists offenses (minor and major), consequences, warning procedures, and termination grounds.

6. Internet & Device Use

Details responsible use of work devices, internet policy, social media behavior, and data protection rules.

7. Remote Work & Flexibility

Outlines conditions for remote work, working hours, expected output, and supervisor reporting.

8. Confidentiality & IP Protection

Covers rules on non-disclosure, internal information protection, and safeguarding client data or company IP.

9. Workplace Safety

Describes safety precautions, emergency procedures, reporting hazards, and maintaining a secure environment.

10. Anti-Harassment & Discrimination

Ensures a harassment-free workplace, defines unacceptable behaviors, and complaint-handling mechanisms.