

HR POLICY ESSENTIALS



A sneak peek at the must-have policies every small business needs.

No legal jargon. No fluff. Just real-world policies written in plain English.

Whether you've got 3 employees or 30, this quick pack gives you the foundation to:

- Set clear expectations
- Build trust and consistency
- Avoid messy HR issues down the road





1. Dress Code & Personal Hygiene (Sample)

Dress Code Expectations (Casual Workplace)

At [Company Name], we encourage a casual, comfortable dress style while maintaining a professional image. Please keep in mind: Clothing should be clean, neat, and in good condition. Jeans, casual shirts, and sneakers are generally acceptable.

Clothing must be appropriate for a professional environment.

Employees are expected to maintain good personal hygiene and a well-groomed appearance.

Avoid clothing that is overly revealing, ripped, or offensive. No pajamas, beachwear, or clothing with inappropriate graphics or language. Safety gear must be worn when required.

Reasonable religious and cultural dress accommodations will be respected.

If you're ever unsure whether something is appropriate, please check with your manager.

2. Paid Time Off (PTO) (Sample)

Why it matters:

People need time off—and you need a system to keep it fair and smooth.

What it says:

Full-time employees get 15 paid days off each year, plus 8 holidays. PTO builds up monthly and can be used for vacation, sick days, or personal stuff. Just give us at least a week's notice in writing with your request when possible.

3. Code of Conduct (Sample)

Why it matters:

A positive, respectful workplace doesn't happen by accident.

What it says:

We treat each other with kindness, take responsibility, and communicate like adults. No bullying or discrimination. Everyone deserves to feel safe and respected here.

4. Remote Work & Flex Scheduling (Sample)

We're open to flexibility when it makes sense. Depending on your role, you might work from home a couple days a week or shift your schedule a bit. Just check in with your manager and keep your calendar up to date.

5. Handling Problems & Discipline (Sample)

Mistakes happen—we focus on improvement first. If there's an issue, we'll talk about it and give clear steps to fix it. If things don't change, we'll take it to the next level. We're fair, but we also expect accountability.

**Ready to take the
guesswork out of your HR
policies?**

**Bloom & Beacon HR®
is here to help!**

LET'S CHAT!

