



CASE STUDY

HR Policy Handbook Guidance & Finalization

BACKGROUND OF THE CASE

Our Client, an Italian company is a distinguished manufacturer of machines in the lens edging process and offers a broad range of edgers from the optical shop up to the big fully automated industrial labs. It is a leading manufacturer in its field and is a key supplier of edging machines around the globe. The client wanted us to work on formulating the HR and Employee Handbook and Policies for their employees in India.

HOW DID OCTAGONA HELP?

- Octagona India, with their strong expertise in this area, had a few rounds of discussions with the Management of the Client to understand the company's vision, mission and daily operations in depth.
- We shared a detailed questionnaire with the Client to understand the functioning of various departments, especially Human Resources, the standards, and current policies in existence.
- We apprised them on policies that were mandatory by law and guided them wherever we felt it was necessary based on best practices in HR & Employee Management.
- Using our previous experience in drafting HR policies for our clients, we prepared a first draft covering all aspects of organization activities, such as Work From Home Policy, Leave Policy, Travel Policy, Cyber & Devices Security, Social Media Policy, Data Security Policy, Separation Policy, Learning & Development Policy
- After presenting the draft to the client and undergoing further discussions with them, the policy document was finalized and handed over to the client.

FINAL OUTCOME

We first understood the specific requirements of the Client and only then created the HR Policy Manual that was exclusive to their company. It was issued by the Client to all their staff and we continue to provide our guidance and services whenever any alterations or new policies are required.



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