

TOC – HR Compliance & Policy Framework

Day 1: HR Compliance & Policy Framework

1. **Introduction to HR Compliance in LLPs**
2. **Location-Specific Statutory Compliance**
 - Overview of the Shops and Establishments Act
 - Regional Variations: Chennai, Bangalore, Mumbai, Hyderabad, Indore
3. **Working Hours, Overtime, Leave, and Holidays**
 - **Case Study:** Excessive overtime complaints from a city branch—how misalignment with state rules led to penalties
4. **Guidelines for Part-Time Employment**
 - Local regulatory considerations
 - Structuring compliant part-time roles
 - **Case Study:** Structuring a part-time sales team in two states with differing minimum wage and benefit requirements
5. **Implementing HR Policies Across Locations**
 - Drafting, reviewing, and harmonizing HR policies
 - Multi-location rollout strategies

Day 2: Employee Exit Management & Data Protection

6. **Layoffs and Retrenchment Procedures**
 - Legal framework and process documentation
 - **Activity:** Drafting a compliant layoff communication plan
7. **Termination Laws and Severance Pay**
 - Compliance obligations and risk mitigation
 - **Case Study:** Termination without notice – evaluating employer liability
 - **Activity:** Calculating severance packages under different scenarios
8. **Full and Final Settlement**
 - **Case Study:** Delayed FnF and legal repercussions

9. Grievance Redressal Mechanism

- Framework for effective resolution
- **Case Study:** Handling a harassment-related grievance outside POSH jurisdiction
- **Activity:** Mock Grievance Redressal Committee meeting

10. Overview of the Data Protection Bill (DPDP Act)

- Key HR responsibilities under the proposed law

11. Ensuring HR Data Privacy and Digital Protection

- HRIS best practices, documentation, and access control
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Day 3: Core HR Topics & Practical Considerations

12. Code of Conduct

- **Case Study:** An employee was found misusing company resources for freelance work during office hours. The case led to a formal warning and a policy update to address grey areas
- **Live Scenario Discussion:** Interpreting real-world violations—conflict of interest, misuse of IT, and interpersonal behaviour

13. POSH (Prevention of Sexual Harassment)

- **Case Study:** An intern filed a complaint against a senior team member. The case was mishandled due to an untrained IC, resulting in reputational damage and compliance failure

14. Remote Work Guidelines

- **Live Discussion:** Handling productivity issues and disciplinary concerns in remote/hybrid models

15. Employee Engagement Strategies

- **Activity:** Design a basic engagement plan for a disengaged or high-turnover department

16. Exit Procedures (Non-Legal/Operational Focus)

- **Activity:** Conducting a respectful and insightful exit interview

17. Open Q&A & Wrap-Up Discussion

