



CASE STUDY

HR Policy Handbook Guidance & Finalization

BACKGROUND OF THE CASE

Our Client, an Italian subsidiary in India, is application specialist and market leaders in integration of technology in electronics, hydraulics, mechanics to create solutions that are unique in the world. They are prominent and leading manufacturers of Travel Drives, Gear Boxes, Hydraulic Pumps and Motors, Swing Motors etc. They have had a registered office in Pune, India since 2010. 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 in depth about the company, their vision, mission and daily operations.
- We shared a detailed questionnaire with the Client to understand the functioning of various departments, especially Human Resource, 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 General Working Procedures, Recruitment, Termination, Confidentiality, Leaves Policies, POSH Policy and so on.
- 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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