# HR Guide: Policies and Procedures

This guide summarizes key HR policies, including leave management, training, and compliance. Tables are used to present compact summaries, and a small chart indicates completion trends.

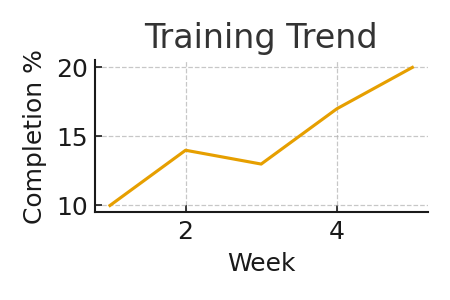
## Policy Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Owner | Policy | Status |
| Leave | HR Ops | Annual Leave Policy | Active |
| Training | L&D | Onboarding Program | Active |
| Compliance | Legal | Privacy & Data | Review |
| Security | CISO | Security Awareness | Active |

\*Note:\* Policies are reviewed quarterly.

## Training Completion Trend

Recent completion rates for mandatory modules:



## Notes

Please refer to the HR portal for detailed procedures and forms. If values in the narrative refer to tabulated data, ensure the table appears before the reference.