Company Policy Research Checklist

Here's a **Company Policy Research Checklist** to help you assess, understand, and document a company's policies effectively. This checklist is designed for employees, HR professionals, or job seekers looking to thoroughly evaluate a company's guidelines, ensuring alignment with professional and personal values.

#1. General Information

- Company's name and brief description
- Date of policy review
- Name of contact person for policy inquiries, if available

#2. Work Hours and Attendance

- Standard working hours (e.g., 9 AM – 5 PM)
- Overtime policies and requirements
- Flexibility options (e.g., remote work, flexible hours)
- Attendance and punctuality expectations

#3. Paid Time Off (PTO) and Leave

- Vacation policy (annual days, carryover policies)
- Sick leave, mental health days, and policies on medical absences
- Parental leave policy (maternity, paternity, adoption)
- Bereavement, jury duty, and other special leave types

#4. Compensation and Benefits

- Salary structure and frequency of payment
- Health insurance options and coverage details
- Retirement benefits (401(k), pension, matching contributions)
- Bonuses, incentives, or profit-sharing opportunities

#5. Professional Development and Training

- Opportunities for growth (tuition reimbursement, certifications)
- Training requirements and frequency

- Mentorship or career progression programs
- Support for lateral or internal job transfers

#6. Performance Reviews and Feedback

- Frequency and format of performance evaluations
- Criteria used in performance assessments
- Policies on performance improvement plans (PIPs) or corrective actions
- Feedback and open communication practices

#7. Code of Conduct and Ethics

- General behavior and dress code expectations
- Anti-discrimination and equal opportunity statements
- Harassment and bullying policies, including reporting mechanisms
- Confidentiality and data privacy guidelines

#8. Workplace Health and Safety

- COVID-19 or other health-related safety protocols
- Occupational safety guidelines (PPE, emergency protocols)
- Mental health and wellness resources
- Ergonomics and support for remote work safety (if applicable)

#9. Use of Technology and Data Security

- Policies on the use of company devices and software
- Data protection and security practices (passwords, sensitive information)
- Guidelines on personal device usage for work (BYOD policies)
- Privacy policies and monitoring of work activities

#10. Social Media and Public Communication

- Acceptable use of social media and branding rules
- Policies on representing the company publicly (e.g., press statements)
- Guidelines on political activity or personal views in public forums

#11. Termination and Resignation

- Notice period requirements for resignation
- Severance pay and support for terminated employees
- Exit interview process and feedback mechanisms
- Return of company property and data at termination

#12. Review Notes and Recommendations

- Areas needing clarification or follow-up questions
- Identified policy strengths
- Notable areas of concern or policies needing improvement
- Overall alignment with personal or professional expectations

Using this checklist, you'll gain a comprehensive understanding of company policies to ensure they meet your professional needs and values.