



INDIALAW

Employment Contracts and Policies

Employment Contracts and Policies Law Firm in India for Compliance

PRACTICE PROFILE • MAY 2026

Overview

Our Employment Contracts and Policies practice provides comprehensive legal services related to employment documentation, helping organizations establish clear frameworks that protect their interests while ensuring compliance with applicable laws. We design tailored employment contracts, handbooks, and policies that facilitate effective workforce management and minimize disputes.

Our Services

Employment Contracts

- Drafting and reviewing executive employment agreements
- Development of standard employment contracts and offer letters
- Creating consultant and independent contractor agreements
- Drafting confidentiality and non-disclosure agreements
- Development of non-compete and non-solicitation provisions
- Creating fixed-term and project-based employment contracts
- Drafting international employment agreements for global operations
- Reviewing and updating contract templates for statutory compliance
- Advising on contractual termination provisions and severance terms
- Drafting specialized agreements for remote and flexible work arrangements

Workplace Policies

- Development of comprehensive employee handbooks and policy manuals
- Creating anti-discrimination and anti-harassment policies
- Drafting leave policies compliant with statutory requirements
- Development of workplace health and safety protocols
- Creating data protection and privacy policies for employees
- Drafting disciplinary procedures and grievance mechanisms
- Development of social media and communication policies
- Creating performance evaluation frameworks and promotion policies
- Drafting conflict of interest and ethics policies
- Development of remote work and flexible scheduling policies

Key Professionals



K.P. Sreejith

Founder



Shiju P V

Managing Partner



Tannya Baranwal

Associate Partner

Frequently Asked Questions

Q1

What does an employment contracts and policies practice cover?

It covers drafting, reviewing, and updating employment agreements, offer letters, contractor arrangements, non-compete clauses, employee handbooks, workplace policies, and grievance procedures. The goal is to create clear documentation that aligns workforce management with statutory requirements.

Q2 **When should a company review its employment contracts and workplace policies?**

Key triggers include hiring senior executives, expanding to new states, shifting to remote or hybrid work, onboarding contractors, preparing for funding rounds, or after a legislative change. Outdated contracts create enforcement risks and expose the organization to disputes.

Q3 **Which Indian laws primarily govern employment contracts and workplace policies?**

The Industrial Disputes Act, Shops and Establishments Acts (state specific), the POSH Act, the DPDP Act, and the Indian Contract Act are central. The new Labour Codes, once notified, will consolidate rules on wages, social security, and working conditions significantly.

Q4 **How long does it typically take to draft a full employee handbook?**

A comprehensive handbook for a mid-size company usually takes four to eight weeks, depending on the number of office locations, state-level compliance requirements, and internal stakeholder reviews. Multi-state operations and specialized industry regulations add complexity and time.

Q5 **What information does a firm need to start drafting employment agreements?**

We typically need the company's organizational structure, existing contract templates, HR policies in use, details of applicable Shops and Establishments registrations, compensation structures, and any prior employee disputes. Industry-specific regulatory obligations should also be shared upfront.

Q6 **What is the most common mistake companies make with employment contracts?**

Using a single generic template across roles, states, and seniority levels. Indian labour law varies by state and employee category. A non-compete clause valid for a senior executive may be unenforceable under Section 27 of the Indian Contract Act if poorly drafted.