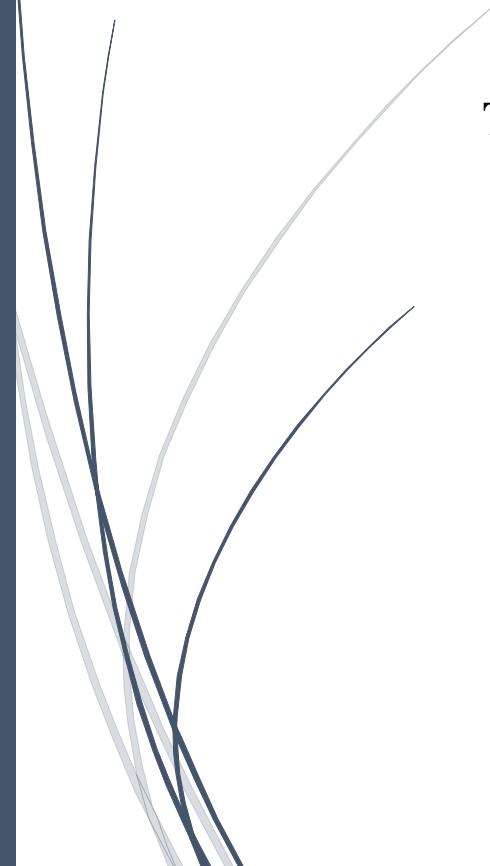


Submitted by



**Alishba Qadeer**

Submission Date

**9-12-2025**

**Task 2: Policy Drafting**

# **Code Alpha – Employee Policy**

## **Introduction and Purpose**

Code Alpha's Employee Policy Handbook defines the key expectations, standards, and operational policies that guide every team member. The company aims to create a respectful, productive, and flexible work environment that values both business growth and employee well-being. By accepting employment at Code Alpha, each employee agrees to follow the policies described in this handbook.

## **Code of Conduct**

The culture at Code Alpha is built on trust, respect, and integrity. Employees are expected to act professionally and ethically in all interactions, while adhering to laws and internal company policies. Honesty is essential in all business dealings, and falsifying records or information is strictly prohibited. Employees must protect confidential company data, trade secrets, and client information, both during and after employment.

Code Alpha is committed to maintaining an inclusive workplace free from discrimination and harassment. All individuals are treated equally, regardless of race, gender, religion, sexual orientation, disability, age, or any other protected characteristic. Harassment in any form—verbal, visual, or physical—will not be tolerated. Employees are encouraged to report violations to HR or management immediately, without fear of retaliation.

All company systems, including email, chat, and laptops, are intended primarily for business purposes. Limited personal use is permitted if it does not interfere with productivity. Employees should never share confidential information or represent the company on social media without authorization.

## **Leave Policy (Paid Time Off)**

Full-time employees accrue twenty days of paid time off each year, while part-time employees receive a prorated amount. Requests for time off should be submitted through the HR platform at least two weeks in advance for managerial approval. In cases of illness, employees must inform

their manager as soon as possible, and a doctor's note may be required for absences lasting more than three days. Up to five unused days may be carried over each year; any remaining balance expires.

Extended leave is available for special circumstances. Bereavement leave may be taken for up to five days in the event of the loss of an immediate family member, or three days for other relatives. Parental leave is provided in accordance with state regulations, allowing eligible employees paid time off following the birth or adoption of a child. Employees called for jury duty or military service are also granted paid leave upon submission of official documentation.

## **Work-From-Home and Flexible Work Policy**

Code Alpha supports hybrid and remote work arrangements for positions suitable for off-site performance. Work-from-home schedules must be approved by a manager and are subject to periodic review. Employees working remotely are expected to maintain regular business hours, be available through company communication channels, and perform their duties with the same professionalism as in-office work.

A home workspace should be quiet, secure, and ergonomically safe. The company provides necessary equipment for remote work, and employees must promptly report any loss or damage. Reliable high-speed internet is required for effective performance.

To maintain data integrity, company information must only be accessed through authorized devices and secure VPN connections. Employees are responsible for safeguarding all confidential materials and following IT security policies at all times.

## **Employee Acknowledgment**

By signing below, the employee confirms that they have read, understood, and agreed to comply with the Code Alpha Employee Policy Handbook.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_