

## Company Policies and Guidelines

### 1. Working Hours:

- Employees must work from 9:00 AM to 5:30 PM, Monday to Friday.
- A 1-hour lunch break is provided between 12:30 PM and 1:30 PM.

### 2. Attendance:

- Employees must clock in within 15 minutes of their shift start time.
- Late arrivals more than 3 times a month may result in disciplinary action.

### 3. Leave Policy:

- Each employee is entitled to 18 days of paid leave annually.
- Leaves must be approved by the reporting manager at least 3 days in advance.

### 4. Code of Conduct:

- Respectful behavior is expected in the workplace.
- Any form of harassment or discrimination will result in immediate termination.

### 5. Remote Work:

- Employees may request remote work up to 2 days a week.
- Approval must come from both the manager and HR.

### 6. Internet and Device Usage:

- Company devices are to be used for work purposes only.
- Accessing unauthorized or inappropriate websites is strictly prohibited.

### 7. Performance Review:

- Reviews are conducted bi-annually.
- Raises and bonuses are tied to performance ratings.

### 8. Security and Confidentiality:

- Sharing company data outside the organization is a serious violation.
- All employees must sign a non-disclosure agreement (NDA).