

Company Policies and Guidelines

Confidential - For Internal Use Only

1. Code of Conduct

- All employees are expected to act with integrity and professionalism at all times.
 - Harassment, discrimination, and unethical behavior will not be tolerated under any circumstances.
 - Employees must maintain a respectful and inclusive work environment.
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2. Attendance and Leave Policy

- Employees must adhere to scheduled working hours (9:00 AM to 6:00 PM, Monday to Friday).
 - All leave must be applied for in advance and approved by the reporting manager.
 - Excessive unapproved absences or habitual late reporting may lead to disciplinary action.
 - Sick leaves should be backed by medical certificates if more than two days.
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3. Remote Work Policy

- Remote work is permitted with prior written approval from the department head.
 - Employees must remain reachable via phone/email and attend all scheduled meetings.
 - Performance must be maintained at the same level as working from office.
 - Data security and confidentiality must be strictly followed when working remotely.
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4. Internet and Email Usage

- Company internet and email should be used primarily for work-related activities.
 - Accessing offensive or inappropriate websites is prohibited.
 - Personal use of internet/email should be limited and must not interfere with work.
 - Downloading unauthorized software or attachments is not allowed.
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5. Confidentiality Agreement

- Employees must not disclose any company confidential or proprietary information to outsiders.
 - This includes trade secrets, internal communications, client data, and financial records.
 - The confidentiality obligation continues even after the end of employment.
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6. IT and Security Policy

- All systems and devices must be secured with strong passwords.
 - Only authorized software should be installed on company devices.
 - Phishing emails or cyber threats must be immediately reported to the IT team.
 - Employees must lock their systems when unattended.
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7. Disciplinary Action

- Breach of policies may lead to warnings, suspension, or termination depending on the severity.
- HR will handle all disciplinary processes transparently and fairly.
- Repeat offenses may result in stricter penalties.