

TechSapana Pvt. Ltd.

Company Policy & Employee Handbook

1. Company Overview

TechSapana Pvt. Ltd. is a technology-based company providing software development, IT services, and digital solutions. The company aims to maintain a professional, respectful, and productive work environment for all employees.

2. Working Hours

- **Working Days:** Sunday to Friday
 - **Office Time:** 10:00 AM – 6:00 PM
 - **Weekly Off:** Saturday
-

3. Leave & Holidays Policy

a) Annual Leave

- Employees are entitled to **18 days of paid annual leave** per year.

b) Sick Leave

- Employees are entitled to **12 days of sick leave** per year.
- Prior notice or medical confirmation is required when possible.

c) Public Holidays

- All **government-declared public holidays of Nepal** will be observed.
- Average **10–12 public holidays** per year.

d) Festival Leave

- Special leave is provided during major festivals such as **Dashain, Tihar, Holi, Teej**, and other cultural events.

4. Employee Rules & Regulations

- Employees must be punctual and maintain regular attendance.
 - Company assets (laptops, software, data, and systems) must be used responsibly.
 - Respectful and professional behavior is mandatory.
 - Alcohol, drugs, or any illegal activities within office premises are strictly prohibited.
 - Confidential company information must not be shared with unauthorized persons.
-

5. Dress Code

- **Smart casual or professional attire** is required during working hours.
 - **Formal dress** is mandatory during client meetings or official events.
-

6. Performance & Discipline

- Employee performance will be reviewed periodically.
 - Violation of company policies may result in warning, suspension, or termination depending on severity.
-

7. Termination Policy

- Employees must provide **one (1) month prior notice** before resignation.
 - The company reserves the right to immediate termination in cases of serious misconduct or policy violation.
-

8. Policy Acceptance

All employees of TechSapana Pvt. Ltd. are required to read, understand, and comply with this company policy.
