

ABC Tech Solutions - Company Policy Document

Leave Policy

Employees are entitled to 20 paid leave days per year. Sick leave and emergency leave can be requested through the HR portal.

Working Hours

Standard working hours are from 9:30 AM to 6:30 PM, Monday to Friday. Employees are allowed flexible login between 9:00 AM and 10:30 AM.

Remote Work Policy

Employees may work remotely up to 2 days per week with manager approval.

Code of Conduct

Employees must maintain professionalism, respect colleagues, and follow ethical practices at all times.

Data Security Policy

Company data must not be shared externally without authorization. All employees must follow cybersecurity guidelines and use company-approved tools.