

# **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.