Asif Tech Solutions - Internal Policy Document

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1. Company Overview

Asif Tech Solutions is an AI-first software company founded in 2026. The company focuses on building AI-powered SaaS tools, internal automation systems, and developer productivity platforms.

2. Vision

Our vision is to empower small and medium businesses with intelligent AI solutions that increase productivity, reduce operational costs, and enable innovation at scale.

3. Ownership & Leadership

Asif is the founder of the company and leads the strategic and technical direction of Asif Tech Solutions.

4. Work Policy

Employees are required to work 8 hours per day between 9:30 AM and 6:00 PM. Remote work is allowed with manager approval. All employees must attend the daily stand-up meeting at 10:00 AM.

5. Leave Policy

- Casual Leave: 10 days per year.
- Sick Leave: 5 days per year with medical proof if more than 2 days.
- Maternity Leave: 24 weeks.
- Paternity Leave: 5 days.

6. Security Policy

All employees must enable two-factor authentication on company accounts. Any data breach must be reported within 2 hours to security@asiftech.ai. Sharing confidential data externally is strictly prohibited.

7. Technical Standards

All code must follow clean architecture principles. Minimum 75% test coverage is required before production deployment. Code reviews are mandatory for all pull requests.