

Human Resources (HR) Policy

1. Introduction

This HR Policy outlines the rules, responsibilities, and expectations for employees and management. It ensures a fair, professional, and productive work environment.

2. Working Hours

Standard working hours are from 9:00 AM to 5:00 PM, Monday to Friday. Employees are expected to be punctual and complete assigned duties responsibly.

3. Leave Policy

Employees are entitled to: - Annual Leave - Casual Leave - Medical Leave
All leave requests must be approved by the reporting manager.

4. Code of Conduct

Employees must maintain professionalism, respect colleagues, and follow company ethics. Harassment or discrimination will not be tolerated.

5. Confidentiality

Company information must not be shared with external parties without authorization.

6. Disciplinary Action

Violation of company policies may result in disciplinary actions including warnings or termination.

7. Policy Amendments

The company reserves the right to modify this policy at any time.