

## Employee Policy Document

### 1. Working Hours:

Employees must work from 9 AM to 6 PM, Monday to Friday.

### 2. Leave Policy:

All employees are entitled to 20 paid leaves annually.

### 3. Code of Conduct:

Employees must maintain professionalism and adhere to company ethics.

### 4. Data Privacy:

Sharing company data with external entities is strictly prohibited.

### 5. Roles and Access:

Employees can access only the documents related to their role.