

Workwise Company Policy Handbook

1. Introduction

Welcome to Workwise. Our mission is to foster a professional, inclusive, and growth-oriented work environment. This document outlines our key policies to ensure clarity, fairness, and productivity for all employees.

2. Code of Conduct

- Employees are expected to act with integrity, respect, and professionalism.
- Harassment, discrimination, or any form of abusive behavior will not be tolerated.
- Confidentiality must be maintained with regard to all company and client data.

3. Working Hours

- Standard working hours: Monday to Friday, 9:00 AM - 5:00 PM.
- Flexible hours are available with prior manager approval.
- Employees are encouraged to take a 1-hour lunch break.

4. Remote Work Policy

- Workwise supports hybrid and remote work arrangements.
- Remote work requires reliable internet and daily status check-ins.
- Employees must attend all scheduled virtual meetings unless otherwise approved.

5. Leave Policy

- Annual Leave: 21 working days per year.
- Sick Leave: Up to 10 days per year, with a doctor's note for absences over 2 days.
- Maternity/Paternity Leave: As per labor regulations.
- Leave requests must be submitted via the HR system at least 7 days in advance when possible.

6. Performance & Career Development

- Formal performance reviews are conducted twice a year.

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- Employees are encouraged to set individual development goals.
- Training and mentorship opportunities are available for career advancement.

7. Conflict Resolution

- If a conflict arises, employees should first attempt to resolve it informally with the concerned party.
- If unresolved, report the issue to your manager or HR.
- All reports are handled confidentially and with impartiality.

8. Internet & Device Usage

- Company-provided devices are to be used for work-related activities only.
- Personal use of the internet during work hours should be limited.
- Installation of unauthorized software is prohibited.

9. Anti-Harassment Policy

- Harassment includes verbal, physical, or visual conduct that creates an intimidating or hostile environment.
- Complaints can be submitted anonymously via the internal HR portal.
- Workwise will investigate all reports promptly and take appropriate action.

10. Termination & Exit Process

- A minimum notice period of 1 month is required unless stated otherwise in the contract.
- Exit interviews will be conducted to gather feedback and ensure a smooth transition.
- All company property must be returned before the final day of employment.

11. Policy Updates

- Workwise reserves the right to update policies as needed.
- Employees will be notified of changes via email and internal HR announcements.