

## Employee Company Policy

**Company Name:** Lara Tech Consulting

**Employee Name:** Dheeraj

---

### 1. Leave Policy

Employees are entitled to **20 paid leaves per year**.

- Leave requests must be applied at least 2 days in advance.
  - Emergency leave must be informed to the manager immediately.
  - Unused leave cannot be carried forward.
- 

### 2. Working Hours Policy

- Working hours are **9:00 AM – 6:00 PM**, Monday to Friday.
  - Employees must work a minimum of **8 hours per day**.
  - Late arrivals must be reported to the reporting manager.
- 

### 3. Work From Home Policy

- Employees may work from home **up to 2 days per week**.
  - Manager approval is mandatory.
  - Employees must be available during office hours.
- 

### 4. Code of Conduct

- Employees must maintain professional behavior at all times.
  - Harassment or misconduct will result in disciplinary action.
  - Company property must be handled responsibly.
- 

### 5. IT & Security Policy

- Company systems are for official use only.
  - Sharing passwords is strictly prohibited.
  - Employees must report security issues immediately.
-

## 6. Data Privacy Policy

- Confidential company data must not be shared externally.
  - Employees must comply with data protection guidelines.
  - Violations may result in termination.
- 

## 7. Resignation Policy

- A **30-day notice period** is mandatory.
- All company assets must be returned on the last working day.
- Final settlement will be processed after clearance.