

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.
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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.
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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.
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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.
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5. IT & Security Policy

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

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