

TCS Policies and Work Guidelines

- Working Hours: 9:00 AM to 6:00 PM IST (flexible up to 1 hour)
- Work From Home: Allowed up to 2 days per week with manager approval
- Leave Policy: 18 annual leaves, 10 casual, 12 sick
- Code of Conduct: Maintain professional communication and data privacy
- Expense Reimbursement: Submit claims within 10 working days
- IT Security: No external devices on corporate network