1. Employees must work 40 hours per week.

2. Remote work is allowed up to 2 days per week.

3. All leaves must be approved by the manager.

4. Maternity leave: 90 days paid.

5. Code of conduct must be followed at all times.

6. Employees must attend mandatory training sessions annually.

7. Performance reviews conducted twice a year.

8. Employees must complete security awareness training.

9. All conflicts should be reported to HR immediately.

10. Employee feedback is encouraged through quarterly surveys.