

## Policy Document for Productbox

**Company Name:** Productbox

**Address:** Irshadabad, Warsak Road, Peshawar

**Website:** <https://productbox.dev> [Productbox -+1](#)

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### 1. HR Policies

#### 1.1 Employee Onboarding

- New employees must complete paperwork (tax, legal, NDAs) within first 3 days.
- Assigned a mentor for first month.
- Access to all relevant accounts (email, Slack, tools) must be granted by Day 2.

#### 1.2 Probation Period

- Duration: 3 months.
- During probation, performance reviews every month.
- After successful probation, promotion of benefits (e.g. full leave, insurance) applies.

#### 1.3 Performance Reviews

- Bi-annual performance reviews (every 6 months).
  - Metrics include code quality, project delivery, peer feedback, client satisfaction.
  - Self-evaluation + manager evaluation required.
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### 2. Remote & Hybrid Work Policy

#### 2.1 Eligibility

- All full-time roles may apply for remote or hybrid work, depending on project needs.
- Some roles (client-facing, security-critical) might require partial office presence.

#### 2.2 Working Hours & Time Zone Flexibility

- Core hours: **11:00 AM to 4:00 PM PKT**. Outside core hours, flexibility allowed with manager approval.

- For remote employees in other time zones: overlap of at least 3 hours with PK office hours.

## **2.3 Equipment & Infrastructure**

- Company-issued laptop, monitor(s), necessary software licenses.
- Allowance for high-speed internet or stipend (e.g. PKR X/month) for remote workers.
- VPN and multi-factor authentication (MFA) required for network access.

## **2.4 Communication & Meetings**

- Daily standups (remote or hybrid) via video call.
- Use Slack/MS Teams for async communication.
- All meetings must have shared agendas, meeting notes, and be recorded (where feasible).

## **2.5 Security & Data Protection**

- Sensitive or HIPAA-compliant data must be stored according to company security protocols. (Productbox is HIPAA compliant for health-tech projects) [Productbox -](#)
  - Screen lock required after 5 mins of inactivity.
  - Use of public Wi-Fi: must use VPN; avoid unsecured networks.
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## **3. Tech Stack Policy**

- Standard tools provided: GitHub, JIRA, Figma, Slack, Docker, Terraform, AWS/GCP/Azure (depending on project)
  - All code must go through code reviews (at least one peer + security review for critical components)
  - Unit testing minimum coverage: e.g. 70-80% depending on project type
  - Deployment pipelines must include staging and production environments, CI/CD setup
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## **4. Leave Policies**

### **4.1 Annual Leave**

- 20 working days per year for full-time employees.
- Can be split; at least 5 working days notice required.

#### 4.2 Sick Leave

- Up to 10 days per year. Medical certificate required for more than 3 consecutive days.

#### 4.3 Other Leave Types

- **Maternity Leave:** 12 weeks paid leave.
  - **Paternity Leave:** 1 week paid leave.
  - **Bereavement Leave:** Up to 5 days for immediate family.
  - **Emergency Leave:** Manager can approve up to 3 days on short notice.
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### 5. Code of Conduct & Company Culture

- Respect, diversity, & inclusion: zero tolerance for discrimination or harassment.
  - Working hours respect: avoid scheduling meetings outside core hours unless urgent.
  - Feedback culture: regular peer feedback, open-door policy with leads & management.
  - Remote working etiquette: clear expectations for availability, camera use in meetings, response times.
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### 6. Compensation & Benefits

- Salary reviews annually.
  - Performance bonus (depending on project profitability + individual performance).
  - Health Insurance: company provides basic health coverage. For HIPAA related projects, extra protections apply.
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### 7. Travel & Office Policy

- If required, travel approved by management; travel expenses reimbursed per company travel policy.
- Office access hours: 9:00 AM to 7:00 PM PKT; outside these times, permission needed.

- Equipment in office to be used per safety and security guideline.
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## **8. Leave, Holidays & Office Closures**

- Follow national public holidays.
  - Two extra fixed company holidays (e.g. Founding Day, Tech-Retreat Day).
  - Notice for temporary closures (e.g. weather, emergency) communicated via email 24 hours before when possible.
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## **9. Intellectual Property & Confidentiality**

- All work performed for Productbox is property of Productbox.
- Employees must sign NDA.
- Confidential information (client data, code) must not be shared outside.