

1. Working Hours

Office working hours are from **9:30 AM to 6:30 PM**, Monday to Friday.

Employees must complete a minimum of **8 working hours per day**.

Repeated late arrivals or early departures may lead to disciplinary action.

2. Leave Policy

Each employee is entitled to the following leaves per year:

- **12 Casual Leaves**
- **10 Sick Leaves**
- **20 Paid / Earned Leaves**
- **Maternity Leave – 26 weeks**
- **Paternity Leave – 2 weeks**

Employees must submit leave requests through the HR portal or email and receive approval from their reporting manager in advance, except in emergencies.

3. Work From Home Policy

Work from Home is allowed with **prior approval from the reporting manager** based on work requirements.

Employees must remain available during working hours and must meet their deliverables.

4. Dress Code

Employees are expected to dress in **professional and formal attire** during office hours.

Casual wear is allowed only on officially announced casual days.

5. Employee Conduct

Employees must maintain **professional behavior** in the workplace.

Any form of harassment, discrimination, or misconduct will not be tolerated.

6. Probation Period

All newly joined employees will be on a **probation period of 6 months**.
Performance during probation will be monitored by the reporting manager.

7. Overtime Policy

Overtime work must be **pre-approved by the manager** and will be compensated according to company rules.

8. Holidays

Employees are entitled to:

- National holidays
- Festival holidays
- Company-declared holidays

A yearly holiday calendar will be shared by HR.

9. Resignation Policy

Employees must serve a **30-day notice period** before resignation.
All company assets must be returned before the last working day.

10. Data & Information Security

Employees must keep all company data **confidential**.
Sharing of sensitive company information outside the organization is strictly prohibited.