

## **Company HR Policy**

### **1. Leave Policy**

All employees are entitled to 20 paid leaves per year.

Casual leave can be taken with prior approval from the manager.

Medical leave requires a medical certificate.

### **2. Working Hours**

The official working hours are from 9:00 AM to 6:00 PM.

Employees are expected to log in on time.

### **3. Code of Conduct**

Employees must maintain professional behavior at the workplace.

Misconduct may lead to disciplinary action.

### **4. Remote Work Policy**

Employees may work from home with manager approval.

Remote work should not affect productivity.