

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.