

# Company HR Policy

This document outlines standard company policies and employee guidelines.

## 1. Working Hours

Employees are expected to follow standard working hours.

- Monday to Friday
- 9 AM to 6 PM
- Flexible hours subject to approval

## 2. Leave Policy

Employees are entitled to various types of leave.

- Casual leave
- Sick leave
- Paid leave

## 3. Code of Conduct

Employees must maintain professional behavior.

- Respect colleagues
- Maintain confidentiality
- Follow company rules