TechNova Solutions - Policy Document

Industry Type: Software Development

# 1. Company Policies

1.1 Code of Conduct

Employees must demonstrate professionalism, integrity, and respect towards others at all times.

1.2 Workplace Safety

Safety protocols must be followed. PPE is mandatory in designated zones.

1.3 Equal Opportunity

We provide equal employment opportunities and do not discriminate on any basis.

# 2. Business Policies

2.1 Client Confidentiality

All client data must be treated as confidential and not disclosed without permission.

2.2 Financial Transactions

Transactions must be properly authorized and documented.

2.3 Vendor Management

Vendors must be approved through the procurement system.

# 3. Management Policies

3.1 Performance Management

Bi-annual performance reviews are mandatory for all employees.

3.2 Budgeting

Department heads are responsible for preparing and submitting quarterly budgets.

3.3 Leave Management

Leave requests must be submitted through the HR system and approved by supervisors.