

## *Company Policy - Employee*

### *1. Leave Policy:*

- Employees are entitled to 10 sick leaves and 15 casual leaves annually.*
- Leave applications must be submitted via the HR portal under "My Requests".*
- Any sick leave beyond 2 consecutive days requires a medical certificate.*

### *2. Work from Home Policy:*

- Employees are allowed to work from home for a maximum of 3 days a month.*
- Prior approval from the reporting manager is required.*

### *3. Office Timings:*

- Regular office hours are from 9:30 AM to 6:30 PM.*
- Late arrivals beyond 10:00 AM on 3 or more occasions in a month will be flagged.*

### *4. Internet and Email Usage:*

- Official email should not be used for personal subscriptions.*
- Social media use is permitted only during break hours.*

### *5. Overtime Policy:*

- Overtime is calculated only after 9 hours of work in a day.*
- Prior approval must be obtained from the team lead for overtime compensation.*

### *6. Reimbursement Policy:*

- Travel and food expenses are reimbursable if they are for official purposes.*

- All receipts must be uploaded in the HR portal within 7 days.

7. Dress Code:

- Smart casuals are allowed from Monday to Thursday.
- Fridays are casual wear days.

8. Performance Reviews:

- Employees undergo performance evaluation twice a year – mid-year and annual.
- Promotions and bonuses are performance-based.

9. Code of Conduct:

- Harassment of any form will result in disciplinary action.
- Respect for colleagues and company assets is mandatory.

10. Exit Policy:

- Employees must serve a notice period of 30 days.
- All access must be revoked, and assets returned before the final day.