

## *Company Policy - Manager*

### *1. Leave Approval:*

- Managers are responsible for approving leave requests within 2 working days.*
- Emergency leave escalations should be handled on the same day.*

### *2. Team Attendance:*

- Managers must review team attendance weekly.*
- Any irregularities should be flagged and reported to HR.*

### *3. Performance Review Duties:*

- Mid-year and annual performance reviews must be completed by the 15th of July and December respectively.*
- Feedback should be constructive and documented.*

### *4. Conflict Resolution:*

- Managers must mediate minor interpersonal issues within their teams.*
- Serious cases should be escalated to HR immediately.*

### *5. Budget Oversight:*

- Department budgets must be reviewed monthly.*
- Expense approvals above ₹10,000 require senior management consent.*

### *6. Remote Work Monitoring:*

- Managers are responsible for ensuring productivity of remote team members.*
- Weekly stand-up meetings must be documented.*

### *7. Hiring Process:*

- Managers must coordinate with HR to define job roles and screening criteria.
- Final round interviews must include the manager and at least one peer reviewer.

#### 8. IT & Security Compliance:

- Managers must ensure team devices are compliant with company IT policies.
- Immediate reporting of data breaches or phishing attempts is mandatory.

#### 9. Training & Development:

- Managers must recommend employees for skill-based training at least once a quarter.
- Completion tracking is to be done via the internal LMS portal.

#### 10. Resignation & Handover:

- Managers must plan handover schedules for outgoing employees.
- Ensure knowledge transfer sessions are documented and attended.