

# Company Policy Document

Virtual Healthcare IT Company

Effective Date: May 9, 2025

Version: 1.0

## 1. Introduction

This document outlines the policies and guidelines governing employees and contractors working at [Company Name], a Virtual Healthcare IT Company. These policies aim to ensure compliance, security, and professionalism in delivering remote healthcare technology solutions.

## 2. Code of Conduct

- Employees must maintain professionalism in all communications.
- Confidentiality of patient and client data must be upheld at all times.
- Respect and inclusiveness must be practiced in virtual work environments.
- Any conflict of interest must be disclosed to HR immediately.

## 3. Data Security & Privacy

- All employees must comply with HIPAA, GDPR, and applicable data protection laws.
- Use only company-approved devices and software for accessing confidential information.
- Strong passwords and two-factor authentication are mandatory.
- Any data breach must be reported within 24 hours to the Security Officer.

## 4. Remote Work Policy

- Employees are expected to maintain a dedicated and secure workspace.
- Working hours must be adhered to as per employee contract unless otherwise agreed.
- Regular team check-ins and status updates are required.
- Internet connection must be stable and capable of supporting video conferencing.

## 5. Use of Company Resources

- Company-provided resources must only be used for work-related purposes.
- Any unauthorized software installation is strictly prohibited.
- Employees are responsible for maintaining the integrity of their assigned devices.

## 6. Leave and Attendance

- All leave requests must be submitted through the HR portal in advance.
- Unplanned absences must be communicated to the team lead at the earliest.
- Time tracking is required for all billable projects.

## **7. Disciplinary Actions**

- Violations of company policies may result in disciplinary action up to and including termination.
- Repeated offenses will lead to escalation per the HR guidelines.

## **8. Policy Review and Acknowledgment**

- This policy will be reviewed annually or as required.
- All employees are required to sign an acknowledgment form indicating that they have read and understood the policy.