

V&H Technologies: Rules, Regulations, and Policies

1. Introduction

This document outlines the rules, regulations, and policies of V&H Technologies, applicable to all employees, contractors, and stakeholders. These guidelines ensure a productive, safe, and respectful workplace. Compliance with these policies is mandatory, and violations may result in disciplinary action.

2. Employee Conduct

2.1 Professional Behavior

- Employees must maintain professionalism in all interactions, including with colleagues, clients, and vendors.
- Discrimination, harassment, or bullying based on race, gender, religion, or other protected characteristics is strictly prohibited.
- Dress code: Business casual attire is required during office hours; casual attire is permitted on Fridays.

2.2 Attendance and Punctuality

- Standard working hours are 9:00 AM to 5:30 PM, Monday to Friday.
- Employees must notify their supervisor by 8:00 AM if they will be late or absent.
- Unauthorized absences for three consecutive days may lead to termination.

3. Leave Policies

3.1 Annual Leave

- Full-time employees are entitled to 20 days of paid annual leave per calendar year.
- Leave requests must be submitted via the HR portal at least two weeks in advance.
- Unused leave cannot be carried over to the next year unless approved by HR.

3.2 Sick Leave

- Employees are entitled to 10 days of paid sick leave annually.
- A medical certificate is required for sick leave exceeding three consecutive days.
- Notify your supervisor immediately if unable to work due to illness.

3.3 Maternity/Paternity Leave

- Maternity leave: 26 weeks of paid leave for eligible employees.
- Paternity leave: 2 weeks of paid leave within the first 6 months of childbirth.
- Submit requests through the HR portal with supporting documentation.

4. IT Security Guidelines

4.1 Password Management

- Passwords must be at least 12 characters long, including uppercase, lowercase, numbers, and special characters.
- Change passwords every 90 days; do not reuse the last five passwords.
- Do not share passwords or store them in unsecured locations.

4.2 Device Security

- All company-issued devices must have antivirus software installed and updated.
- Personal devices used for work must be approved by the IT department.
- Report lost or stolen devices to IT within 24 hours.

4.3 Data Protection

- Confidential data (e.g., client information, financial records) must be stored on secure company servers, not personal devices.
- Use VPN for remote access to company networks.
- Do not open suspicious email attachments or links to prevent phishing attacks.

5. Travel Policy

5.1 Business Travel

- All business travel must be pre-approved by your department head.
- Economy class flights are standard; business class may be approved for flights over 6 hours.
- Submit expense reports within 7 days of trip completion, including receipts.

5.2 Per Diem Rates

- Domestic travel: \$50/day for meals and incidentals.
- International travel: \$75/day for meals and incidentals.
- Hotel accommodations must not exceed \$200/night unless approved.

6. Remote Work Policy

- Remote work is permitted up to 3 days per week, subject to manager approval.
- Employees must maintain a stable internet connection (minimum 25 Mbps).
- Use company-provided collaboration tools (e.g., Slack, Zoom) for communication.
- Remote employees must be available during core hours (10:00 AM–4:00 PM).

7. Code of Ethics

- Act with integrity and transparency in all business dealings.
- Avoid conflicts of interest; disclose any potential conflicts to HR.
- Protect company intellectual property and confidential information.

8. Disciplinary Procedures

- Violations of policies may result in verbal warnings, written warnings, suspension, or termination.
- Gross misconduct (e.g., theft, violence, data breaches) may lead to immediate termination.
- Employees have the right to appeal disciplinary actions through HR within 5 business days.

9. Health and Safety

- Follow all workplace safety protocols, including fire evacuation procedures.
- Report workplace hazards or incidents to the Safety Officer immediately.
- Ergonomic assessments are available upon request for workstation setup.

10. Training and Development

- All employees must complete mandatory annual training on cybersecurity, diversity, and workplace safety.
- Professional development opportunities are available; submit requests via the HR portal.
- New hires must complete onboarding training within 30 days of joining.

11. Reimbursement Policy

- Approved work-related expenses (e.g., software subscriptions, training courses) are reimbursable with receipts.
- Submit reimbursement requests within 30 days of incurring expenses.
- Non-approved expenses will not be reimbursed.

12. Contact Information

- HR Department: hr@vhtech.com, (123) 456-7890

- IT Support: it@vhtech.com, (123) 456-7891
- Safety Officer: safety@vhtech.com, (123) 456-7892

This document is effective as of July 1, 2025, and supersedes all prior policies. For questions or clarifications, contact the HR Department.