Company Policies – Sample Document

1. Introduction

This document contains the general operational policies of ABC Technologies.

It is intended for employees, interns, and contractors working within the organization.

The policies outlined here cover working hours, leave procedures, salary increments, and data security guidelines.

2. Working Hours Policy

All employees are required to maintain a standard work schedule of 8 hours per day, totaling 40 hours per week.

Flexible working arrangements may be approved by the Reporting Manager.

2.1 Remote Work

Employees may request remote working arrangements.

Approval depends on role suitability, performance history, and business requirements.

3. Leave Policy

Employees are entitled to 14 days of annual leave and 7 days of casual leave.

Emergency leave can be taken with immediate supervisor notification.

3.1 Sick Leave

Employees receive 10 days of sick leave per year.

A medical certificate must be provided if absence extends beyond 2 days.

3.2 Maternity Leave

Female employees are entitled to 84 working days of maternity leave according to local regulations.

4. Salary & Increment Policy

Salary increments are performance-based and reviewed annually.

4.1 Increment Criteria

Increments are calculated using the following factors:

- Annual performance rating

- Project contribution

- Attendance

- Skills & certifications

The average increment percentage ranges from 5% to 18%, depending on performance.

4.2 Bonus

Employees may receive an annual bonus.

Bonus amounts depend on the company's financial performance and the employee's role.

5. Code of Conduct

Employees must act with professionalism, integrity, and respect.

Harassment, discrimination, or unethical behavior will lead to disciplinary action.

5.1 Confidentiality

All employees must maintain confidentiality regarding:

- Client information

- Internal documents

- Source code

- Financial reports

Information must not be shared without written approval.

6. Data Security Guidelines

To protect organizational data, employees must follow these rules:

1. Use strong passwords and update them every 90 days.

2. Do not install unauthorized software on company devices.

3. Store all documents in the approved cloud system.

4. Report security incidents immediately to the IT department.

7. IT Asset Usage

Company laptops and devices must only be used for work-related tasks.

Personal use is allowed only during breaks and should not violate security policies.

8. Expense Claim Policy

Employees may claim expenses such as travel, accommodation, or food during business trips.

Receipts must be submitted within 7 days of completing the trip.

8.1 Approved Expenses

- Hotel accommodations

- Transport fares

- Meals up to the allowed limit

8.2 Non-Claimable Expenses

- Personal shopping

- Entertainment

- Alcohol

9. Contact Information

For further clarification regarding any policy, employees may reach out to:

HR Department – hr@abctechnologies.com

IT Support – support@abctechnologies.com

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