

**Company Working Hours**

Employees must work from 9 AM to 6 PM, Monday to Friday.

**Leave Policy**

Employees are entitled to 20 paid leaves per year.

Medical leave requires a doctor's certificate.

**Code of Conduct**

Employees must maintain professional behavior.

Harassment or misconduct will lead to disciplinary action.

**Remote Work Policy**

Work from home is allowed only with manager approval.