



# Company Employee Handbook



## 1. Welcome to Our Company!

We're excited to have you on the team! This handbook gives you a quick guide to how things work around here. We hope you feel welcomed, valued, and ready to grow with us.

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## 2. Our Company Values

- **Integrity** – Be honest and do the right thing.
  - **Teamwork** – Help each other succeed.
  - **Innovation** – Always look for better ways.
  - **Customer First** – Make customers happy.
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## 3. Work Hours & Attendance

- Regular hours: **9 AM – 6 PM, Monday to Friday**
  - Be on time and inform your manager if you're going to be late or absent.
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## 4. Dress Code

- Wear neat, appropriate clothing.
  - Dress more formally when meeting clients.
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## 5. Probation & Confirmation

- New employees go through a **3-month probation**.
  - After that, you'll be confirmed as a permanent staff if everything goes well.
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## 6. Leave Policy

- **Annual Leave:** 14 days/year (after probation)
  - **Medical Leave:** 14 days/year with a valid medical certificate
  - **Emergency Leave:** Inform your supervisor ASAP
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## 7. IT & Security

- Use company equipment responsibly.
  - Don't share passwords or access sensitive data without permission.
  - Report any suspicious activity immediately.
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## 8. Communication

- Use respectful, professional language.
  - No gossip, bullying, or harassment.
  - Use company email for work purposes only.
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## 9. Feedback & Grievances

- Talk to your manager or HR if you have concerns or feedback.
  - We want to hear from you and help resolve any issues quickly.
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## 10. What Not to Do (Disciplinary Actions)

The following may lead to warnings or dismissal:

- Theft or dishonesty
- Harassment or abuse
- Repeated absence without notice
- Misuse of company property

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## 11. Leaving the Company

- If you plan to leave, give **1-month notice**.
- Return all company items and finish off any pending work properly.