🏢 Human Resources Policy Document

Company Name: NovaEdge Technologies
Effective Date: October 6, 2025
Version: 1.0

1. 🎯 Purpose

This document outlines the Human Resources policies of NovaEdge Technologies to ensure a fair, inclusive, and productive work environment. All employees are expected to adhere to these policies as part of their employment agreement.

2. 👥 Scope

These policies apply to all full-time, part-time, contract, and remote employees across all departments.

3. ⏰ Attendance & Punctuality

- Employees must adhere to their designated work hours (typically 9:00 AM to 6:00 PM IST).

- Late arrivals beyond 15 minutes more than 3 times a month may result in a warning.

- Absences must be reported to the reporting manager at least 2 hours before the shift begins.

- Uninformed absences for more than 2 consecutive days may be treated as abandonment of duty.

4. 👨‍💼 Code of Conduct

- Employees must maintain professionalism in all interactions—internal and external.

- Discrimination, harassment, or bullying of any kind is strictly prohibited.

- Confidential company information must not be shared without authorization.

- Dress code is business casual unless otherwise specified for client meetings or events.

5. 🏖️ Leave Policy

- Annual Leave: 18 paid leaves per calendar year, accrued monthly.

- Sick Leave: 12 days per year. A medical certificate is required for absences longer than 2 days.

- Casual Leave: 6 days per year, not to be clubbed with other leave types.

- Maternity Leave: 26 weeks as per statutory guidelines.

- Paternity Leave: 10 working days within 3 months of childbirth.

- Unused leave may be carried forward up to 30 days or encashed at year-end.

6. 📈 Performance & Appraisal

- Performance reviews are conducted bi-annually (April and October).

- Appraisals are based on KPIs, team collaboration, innovation, and client feedback.

- Underperformance may lead to a Performance Improvement Plan (PIP) lasting 60 days.

- Promotions are merit-based and subject to business needs.

7. 🖥️ Remote Work & Flexibility

- Employees may request remote work up to 2 days per week, subject to manager approval.

- Remote workers must be available during core hours (10:00 AM to 4:00 PM IST).

- Company-provided equipment must be used responsibly and returned upon exit.

8. 🔐 Data Protection & IT Usage

- All employees must comply with the company's data protection and cybersecurity protocols.

- Personal use of company systems should be minimal and not interfere with work.

- Unauthorized software installations are prohibited.

9. 📜 Policy Violations

- Violations may result in verbal/written warnings, suspension, or termination.

- Serious breaches (e.g., theft, harassment) may lead to immediate dismissal.

10. 📬 Contact HR

For clarifications or concerns, employees may contact hr@novaedge.tech or visit the HR portal.