Company Policies & Procedures

Sick Leave:

- Notify your direct manager as soon as possible.

- Submit a sick leave request via the HR portal.

- If absent for more than 3 days, provide a doctor's note.

Vacation:

- Request vacation at least 2 weeks in advance via the HR portal.

- Ensure coverage for ongoing tasks before departure.

- Manager approval is required.

Onboarding Procedure:

1. Attend welcome meeting on your first day.

2. Complete all mandatory trainings within the first 2 weeks.

3. Set up work email and create a professional email signature.

4. Install required tools on your company laptop (VPN, Slack, CRM access).

5. Review the company handbook and sign acknowledgment form.

6. Meet your onboarding buddy for guidance.

Tool Setup Checklist:

- Email client configured.

- Slack channels joined.

- CRM login tested.

- GitHub access verified.

- VPN connection tested.