Company Policies and Guidelines

1. Remote Work Policy:

Employees are allowed to work remotely up to 3 days a week. The remaining 2 days are to be spent in the office, unless otherwise specified by a manager.

2. Dress Code:

Employees are expected to dress professionally while working in the office. Casual attire is acceptable on Fridays.

3. Vacation Policy:

Employees are entitled to 15 days of paid vacation per year. Requests for vacation should be submitted at least two weeks in advance.

4. Health and Safety:

The company provides health insurance for full-time employees. Safety protocols must be followed in the office, especially during health crises.

5. Performance Reviews:

Performance reviews are conducted annually, and salary adjustments may be considered based on performance and market standards.