Company HR Policies

1. Introduction

This document outlines the Human Resource (HR) policies of ABC Technologies Pvt. Ltd. These policies apply to all employees and are designed to ensure a professional, fair, and productive work environment.

2. Working Hours Policy

1 • Standard working hours are from 9:30 AM to 6:30 PM, Monday to Friday.

2 • Employees are expected to complete 8 working hours per day.

3 • Flexible working hours may be allowed with manager approval.

3. Leave Policy

1 • Employees are entitled to 20 paid leaves per year.

2 • Casual leave: 8 days per year.

3 • Sick leave: 6 days per year.

4 • Leave requests must be applied through the HR portal.

4. Work From Home (WFH) Policy

1 • Employees may work from home up to 2 days per week.

2 • Manager approval is mandatory for WFH.

3 • Employees must be available during core working hours.

5. Code of Conduct

1 • Employees must maintain professional behavior at all times.

2 • Harassment or discrimination of any kind is strictly prohibited.

3 • Confidential company information must not be shared.

6. IT and Security Policy

1 • Company devices should be used only for official purposes.

2 • Sharing passwords is not allowed.

3 • Employees must follow data security guidelines.

7. Disciplinary Action

Violation of company policies may result in disciplinary action, including warnings, suspension, or termination.