

Company HR Policies ABC Technologies Pvt. Ltd.

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, inclusive, safe, and productive work environment. Employees are expected to comply with these policies throughout their employment tenure.

2. Working Hours Policy

Standard working hours are from 9:30 AM to 6:30 PM, Monday to Friday. Employees are required to complete 8 working hours per day excluding breaks. Flexible working hours may be permitted with prior manager approval. Attendance must be recorded using the approved system. Repeated late arrivals without approval may result in corrective action.

3. Leave Policy

Employees are entitled to 20 paid leaves per year. Casual leave includes 8 days per year, and sick leave includes 6 days per year. Leave requests must be applied through the HR portal and approved by the reporting manager. Unauthorized absence may result in disciplinary action.

4. Work From Home (WFH) Policy

Employees may work from home up to 2 days per week subject to role eligibility. Manager approval is mandatory for WFH. Employees must be available during core working hours and maintain productivity while working remotely.

5. Attendance and Punctuality Policy

Employees are expected to maintain regular attendance and punctuality. Late arrivals must be communicated to the reporting manager. Attendance records are used for payroll and performance evaluation.

6. Code of Conduct

Employees must maintain professional behavior at all times. Harassment or discrimination of any kind is strictly prohibited. Employees must comply with company ethics, values, and applicable laws.

7. IT and Security Policy

Company devices must be used only for official purposes. Sharing passwords or confidential information is strictly prohibited. Any security incidents must be reported immediately.

8. Performance Management Policy

Employee performance is reviewed periodically based on defined KPIs. Constructive feedback will be provided, and high performers may be recognized. Consistent underperformance may lead to corrective action.

9. Training and Development Policy

The company encourages continuous learning. Employees may be nominated for internal or external training programs, and mandatory trainings must be completed within specified timelines.

10. Insurance and Health Benefits Policy

The company provides medical insurance coverage to eligible employees. Coverage includes hospitalization and dependent benefits as per insurer terms. Claims must be submitted with valid documents.

11. Grievance Redressal Policy

Employees may raise workplace concerns through the HR grievance process. All grievances will be handled confidentially and fairly without retaliation.

12. Disciplinary Action

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

13. Policy Amendments

The company reserves the right to modify policies at any time. Continued employment implies acceptance of updated policies.