

Company Policies & Employee Handbook

Department: Human Resources (HR)

1. Attendance & Working Hours Policy

Employees are expected to work from Monday to Friday, 9:00 AM to 6:00 PM, with a one-hour lunch break. Late arrivals beyond 15 minutes must be reported to the reporting manager. Repeated absenteeism without prior approval may lead to disciplinary action.

2. Leave Policy

Employees are entitled to 20 paid leaves per year, including casual and sick leave. Sick leave exceeding two consecutive days requires a valid medical certificate. All leave requests must be submitted through the HR portal at least 3 days in advance, except in emergencies.

3. Work From Home Policy

Employees may request to work from home for up to 2 days per week, subject to manager approval. During work-from-home days, employees must be available during core working hours and ensure productivity standards are met.

4. Code of Conduct

All employees must maintain professional behavior in the workplace. Harassment, discrimination, or unethical conduct of any kind will not be tolerated. Violations may result in disciplinary action, including termination.

5. Data Security & Confidentiality Policy

Employees must protect company data and confidential information. Sharing sensitive information with unauthorized individuals is strictly prohibited. All company systems must be accessed using secure credentials provided by the IT department.

6. Performance Review Policy

Employee performance reviews are conducted bi-annually. Performance evaluations are based on individual goals, teamwork, and overall contribution to the organization.

7. Termination Policy

Either the employee or the company may terminate employment with a minimum notice period of 30 days. The company reserves the right to terminate employment immediately in cases of gross misconduct.