

Human Resources Policy

1. Code of Conduct

All employees must maintain professional behavior and respect workplace ethics. This includes maintaining confidentiality, avoiding conflicts of interest, and promoting a harassment-free environment.

2. Leave Policy

Employees are entitled to the following leave benefits: • 20 days of annual leave • 10 days of sick leave • 10 days of personal leave

Leave Type	Days per Year	Carry Forward
Annual	20	Up to 5 days
Sick	10	None
Personal	10	Up to 5 days