

Internal HR Policies Handbook

1. Introduction

Welcome to the internal HR policies handbook. This document outlines the rules, guidelines, and expectations for all employees at Acme Corp.

2. Leave and Vacation Policies

- Full-time employees receive **15 paid vacation days** per calendar year.
- Sick leave allowance is **5 days per year**.
- Public holidays are observed as per the national calendar.

Vacation Request Process

1. Submit request through the HR portal.
2. Wait for managerial approval.
3. Ensure coverage during your absence.

3. Code of Conduct

- Maintain professional behavior during work hours.
- Harassment of any kind will not be tolerated.
- Respect confidentiality and data privacy at all times.

4. Remote Work Guidelines

Employees may work remotely up to **3 days per week**.

- You must be reachable via Slack and Zoom.
- Use the VPN when accessing internal systems.
- Internet speed must be at least 20 Mbps.

5. Expense Reimbursements

- Submit all expense claims within **30 days**.
- Allowed: client lunches, travel expenses, software tools.
- Not allowed: alcohol, personal electronics, gifts without approval.

6. Contact Information

If you have any questions, contact HR at hr@acmecorp.com or visit the HR desk on floor 5.