

## Document 1: Leave Policy

Title: Employee Leave Policy

Category: HR Policy

Applies To: All Full-Time Employees

### Annual Leave

Full-time employees are entitled to 20 working days of annual leave per calendar year. Annual leave accrues monthly and must be approved by the employee's manager before being taken. Unused annual leave may be carried over to the next year, up to a maximum of 5 days.

### Sick Leave

Employees are entitled to 10 days of paid sick leave per year. A medical certificate is required for sick leave longer than 2 consecutive days.

### Unpaid Leave

Unpaid leave may be granted in exceptional circumstances and requires HR approval.

## Document 2: Remote Work Policy

Title: Remote Work Policy

Category: Work Arrangement

Employees may work remotely up to 3 days per week, subject to manager approval. Remote work eligibility depends on job role, performance history, and business needs. Employees must be available during core working hours from 9:00 AM to 5:00 PM local time.

Remote work requests must be submitted at least 2 business days in advance.

## Document 3: Performance Review Process

Title: Performance Review Guidelines

Category: Performance Management

Performance reviews are conducted twice per year. Employees are evaluated based on goal achievement, collaboration, communication, and skill development. Managers are responsible for providing written feedback and setting development goals for the next review cycle.

Employees may request a feedback discussion meeting after receiving their performance review.

## Document 4: Onboarding Process

Title: Employee Onboarding

Category: HR Process

New employees must complete mandatory onboarding tasks within their first 30 days. This includes signing employment documents, completing security training, and attending orientation sessions.

A welcome email is sent automatically on the employee's first working day.

## Document 5: Code of Conduct

Title: Code of Conduct

Category: Compliance

All employees are expected to behave professionally and ethically. Harassment, discrimination, or inappropriate behavior will not be tolerated and may result in disciplinary action.

Employees must report any violations to HR or their manager.

## Document 6: Working Hours & Overtime

Title: Working Hours Policy

Category: Work Time

Standard working hours are 40 hours per week, from Monday to Friday. Core working hours are from 9:00 AM to 5:00 PM. Overtime must be approved by the employee's manager in advance. Overtime compensation may be provided as time off or paid overtime, depending on local regulations.

## Document 7: Public Holidays

Title: Public Holiday Policy

Category: Leave

The company observes 10 public holidays per year. Public holidays are announced at the beginning of each calendar year. If a public holiday falls on a weekend, it is not automatically moved to a weekday unless required by local law.

## Document 8: Probation Period

Title: Probation Policy

Category: Employment

New employees are subject to a 6-month probation period. During probation, employment may be terminated with 1-week notice by either party. Performance and behavior are evaluated during this period.

#### Document 9: Training & Learning

Title: Training and Development Policy

Category: Learning

Employees are encouraged to participate in training programs to improve skills and performance. The company provides access to internal and external training platforms. Training requests must be approved by the employee's manager.

#### Document 10: Promotion & Career Growth

Title: Promotion Policy

Category: Career Development

Promotions are based on performance, skills, and business needs. Employees must have completed at least 12 months in their current role to be eligible for promotion. Promotion decisions are made during performance review cycles.

#### Document 11: Expense Reimbursement

Title: Expense Reimbursement Policy

Category: Finance

Employees may submit expense claims for approved business expenses. Expense claims must be submitted within 30 days of the expense date and include valid receipts. Reimbursements are processed monthly.

#### Document 13: IT & Security Policy

Title: IT Usage and Security Policy

Category: IT Security

Company systems must be used for business purposes only. Employees must not share passwords or access credentials. Any suspected security incident must be reported immediately to the IT department.

#### Document 14: Data Privacy

Title: Data Privacy Policy

Category: Compliance

Employee personal data is processed in accordance with data protection regulations. Access to personal data is restricted to authorized personnel only. Employees have the right to request access to their personal data.