

Company Policy Document

1. Code of Conduct

All employees are expected to act with integrity, respect, and professionalism at all times.

2. Leave Policy

Employees are entitled to 20 days of paid leave per year. Leave requests must be approved by the manager.

3. Remote Work Policy

Employees may work remotely up to 2 days a week with prior approval.

4. Confidentiality

Employees must keep company data confidential and follow data protection guidelines.

For detailed policy, please refer to the HR manual.