

TechMaster Company Policies FAQ

1. What is the company's leave policy?

Our company allows 24 annual leaves. Additionally, sick leaves and personal days are provided, subject to approval and company policy.

2. What are the company's working hours?

Our standard working hours are from 9:00 AM to 5:00 PM, Monday through Friday. Flexible working hours and remote work options are available depending on your role and project requirements.

3. Is there a probation period for new employees?

Yes, there is a 6-month probation period for all new hires, during which performance and fit within the company culture are evaluated.

4. What are the performance evaluation criteria?

Performance is evaluated based on achievement of individual and team objectives, contribution to team projects, and demonstration of company values.

5. How does the company support professional development?

We offer various training programs, workshops, and courses. Employees are also encouraged to pursue certifications relevant to their roles, for which the company may provide financial support.

6. What is the company's policy on overtime?

Overtime work needs to be approved by your manager. Employees will be compensated for overtime hours as per legal and company guidelines.

7. How does the company handle conflicts within the team?

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We encourage open communication and mediation through HR or your direct manager to resolve conflicts. Our aim is to ensure a respectful and harmonious work environment for everyone.

8. What benefits does the company offer?

Our benefits package includes health insurance, dental and vision coverage, a retirement savings plan, and employee wellness programs.

9. How can employees give feedback about their job or work environment?

Employees are encouraged to share feedback during one-on-one meetings with their managers, through anonymous surveys, or directly to HR.

10. What is the company's dress code?

We have a business casual dress code Monday through Thursday, with casual Fridays allowing for more relaxed attire.

11. Are there opportunities for career advancement within the company?

Yes, we regularly review employee performance and potential for promotion or transfer to roles that match their skills and career aspirations.

12. What is the policy on remote work and telecommuting?

Remote work policies vary by department and role. Generally, we support telecommuting arrangements where they align with business needs and job responsibilities.

13. How does the company promote work-life balance?

We promote work-life balance through flexible working hours, remote work options, and encouraging

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employees to take their full annual leave entitlement.

14. What is the company's policy on diversity and inclusion?

Our company is committed to creating a diverse and inclusive workplace. We have policies and initiatives aimed at promoting diversity in all aspects of our business.

15. What is the process for raising a grievance?

Employees can raise grievances through their manager or directly to HR. We ensure that all grievances are handled confidentially and professionally, with the aim of resolving them promptly.