

Company HR & Leave Policy

1. Working Hours

Employees are expected to work 8 hours per day, from 9:00 AM to 6:00 PM, Monday through Friday. Flexible working hours may be approved by the manager.

2. Leave Policy

Employees are entitled to:

- 20 days of paid annual leave per year
- 10 sick leave days per year
- 12 public holidays

Unused annual leave can be carried forward to the next year up to a maximum of 5 days.

3. Remote Work Policy

Employees may work remotely for up to 3 days per week with manager approval.

4. Code of Conduct

Employees must follow company ethics, data privacy rules, and security policies.

5. Termination Policy

Either party must provide 30 days written notice before termination.