

Global IT Company – Employee Policy Handbook

This handbook outlines the standard employment policies of a multinational IT services company.

The policies ensure consistency, compliance, and a healthy work environment across all locations.

Employees are responsible for understanding and following these guidelines.

Working Hours and Office Timings

Standard working hours are 9 hours per day including breaks.

General office timing is 9:30 AM to 6:30 PM, Monday to Friday.

Shift timings may vary based on project and client requirements.

Hybrid, Remote, and Onsite Work Policy

The company supports hybrid and remote working models.

Remote work approval depends on role suitability and performance.

Onsite presence may be required for client or security needs.

Leave Policy Overview

Employees are eligible for multiple leave categories.

Leave balance resets annually as per company policy.

All leaves must be applied through the HR management system.

Earned Time Off (ETO) and Sick Leave

Employees receive 18 days of Earned Time Off per year.

ETO can be used for personal, vacation, or planned leave.

Up to 10 days of Sick Leave are provided annually.

Floating Leave and Festival Holidays

Employees receive 3 floating leaves annually.

Festival holidays depend on regional calendars.

Unused floating leaves may lapse at year end.

Weekend Holidays and Public Holidays

Saturday and Sunday are standard weekly holidays.

Weekend work may require compensatory off.

Public holidays are announced at the start of the year.

Code of Conduct

Employees must maintain professionalism at all times.

Harassment and discrimination are strictly prohibited.

Violations may lead to disciplinary action.

IT Security and Data Protection

Company systems must be used responsibly.

Sharing confidential data is prohibited.

Security breaches will be investigated seriously.

Performance and Policy Updates

Performance reviews are conducted annually.

Policy violations may result in penalties.

The company may update policies as needed.