

1. Leave Policies - Point 1: Employees are granted 20 days of paid annual leave.
1. Leave Policies - Point 2: Sick leave should be supported by medical documentation.
1. Leave Policies - Point 3: Unused leaves can be carried over to the next year up to 10 days.
1. Leave Policies - Point 4: Maternity leave is provided for 26 weeks as per legal norms.
1. Leave Policies - Point 5: Paternity leave of 10 days is applicable for new fathers.
1. Leave Policies - Point 6: Bereavement leave is granted for up to 3 days.
1. Leave Policies - Point 7: Unpaid leave can be taken with prior approval of the manager.
1. Leave Policies - Point 8: Employees must apply for leave in the HR portal at least 2 days in advance.
2. Remote Work Guidelines - Point 1: Employees can work remotely up to 3 days a week.
2. Remote Work Guidelines - Point 2: Remote access to company systems must be secured via VPN.
2. Remote Work Guidelines - Point 3: Video presence is mandatory during team meetings.
2. Remote Work Guidelines - Point 4: A stable internet connection is required for remote work.
2. Remote Work Guidelines - Point 5: Daily work logs must be updated by 6 PM.
2. Remote Work Guidelines - Point 6: Remote work requests must be approved by the manager.
2. Remote Work Guidelines - Point 7: IT support is available remotely between 9 AM to 5 PM.
2. Remote Work Guidelines - Point 8: Performance during remote work will be evaluated monthly.
3. Health & Safety - Point 1: Company provides health insurance to all full-time employees.
3. Health & Safety - Point 2: Dependents can be added to the group insurance plan at a cost.
3. Health & Safety - Point 3: Annual health checkups are covered by the employer.
3. Health & Safety - Point 4: Emergency medical leave is granted on priority.
3. Health & Safety - Point 5: On-site first aid kits are available on all floors.
3. Health & Safety - Point 6: Mental health counseling sessions are held quarterly.
3. Health & Safety - Point 7: Smoking is prohibited within office premises.
3. Health & Safety - Point 8: Fire drills are conducted every 6 months.
4. Workplace Conduct & Dress Code - Point 1: Employees must adhere to respectful professional behavior.

- 4. Workplace Conduct & Dress Code - Point 2: Any form of harassment is strictly prohibited.
- 4. Workplace Conduct & Dress Code - Point 3: Casual dress is allowed on Fridays.
- 4. Workplace Conduct & Dress Code - Point 4: ID badges must be worn at all times.
- 4. Workplace Conduct & Dress Code - Point 5: Noise should be kept to a minimum in shared workspaces.
- 4. Workplace Conduct & Dress Code - Point 6: Company laptops must not be used for personal gain.
- 4. Workplace Conduct & Dress Code - Point 7: Official communication should use company email only.
- 4. Workplace Conduct & Dress Code - Point 8: Social media use should not violate confidentiality.
- 5. Payroll, Bonuses & Exit Policy - Point 1: Salary is credited on the last working day of each month.
- 5. Payroll, Bonuses & Exit Policy - Point 2: Performance bonuses are disbursed in April and October.
- 5. Payroll, Bonuses & Exit Policy - Point 3: Referral bonuses apply to successful employee referrals.
- 5. Payroll, Bonuses & Exit Policy - Point 4: Resignation notice period is 30 days.
- 5. Payroll, Bonuses & Exit Policy - Point 5: Full and final settlement is completed within 45 days of exit.
- 5. Payroll, Bonuses & Exit Policy - Point 6: Employees must return all company assets before exit.
- 5. Payroll, Bonuses & Exit Policy - Point 7: Exit interviews are mandatory to gather feedback.
- 5. Payroll, Bonuses & Exit Policy - Point 8: PF and Gratuity are applicable as per government rules.