

## Company Policy Overview

Our company follows a transparent and ethical policy framework.

- Working hours are from 9 AM to 5 PM, Monday to Friday.
- Employees are entitled to 12 days of annual leave and 6 sick leaves per year.
- We strictly prohibit discrimination and promote equal opportunity for all employees.
- All employees must adhere to the Code of Conduct outlined in the employee handbook.

For any questions about company rules or conduct, employees may contact the HR department.