

Here are the policies of the company

1. Code of Conduct:

- "Employees are expected to treat colleagues, clients, and partners with respect and professionalism at all times. For example, using appropriate language in emails and in-person meetings, dressing according to the company's business casual dress code, and arriving on time to meetings."

2. Workplace Safety:

- "In case of an emergency, employees must be aware of the nearest fire exit and follow the evacuation plan provided during onboarding. For example, when the fire alarm sounds, follow the emergency routes posted on the office walls. In the event of a minor injury, immediately report the incident to HR."

3. Anti-Harassment and Discrimination:

- "Our company maintains a zero-tolerance policy towards any form of harassment or discrimination. For instance, making offensive jokes about a colleague's background or physical appearance is prohibited. If you experience or witness inappropriate behavior, report it confidentially to HR via the official channels."

4. Leave and Absence Policies:

- "Employees are entitled to 15 days of paid vacation per year. For example, if you plan to take vacation, submit your request in the HR system at least two weeks in advance for approval. In the case of illness, notify your manager by email or phone as soon as possible. To request vacation, submit your request through the HR system at least two weeks in advance. For sick days, notify your manager by phone or email as soon as possible so that they are informed of your absence."

5. Confidentiality and Data Protection:

- "All employees are required to handle company data with care. For example, do not share client information in public spaces, avoid discussing sensitive topics via unsecured email, and always ensure confidential files are stored in secure, company-approved cloud services. You should avoid sharing sensitive information in public spaces, such as client details. Ensure that confidential files are stored securely using company-approved cloud services, and avoid discussing sensitive topics in unprotected emails."

6. IT and Cybersecurity Policies:

- "All employees must follow cybersecurity protocols, such as updating passwords every 90 days and using two-factor authentication to access company systems. For example, when working remotely, connect to the company network via a secure VPN and avoid using personal devices for work without IT approval. When working remotely, ensure you connect to the company's network via a secure VPN. Use two-factor authentication for all company systems and avoid using personal devices for work tasks unless they are approved by IT"

7. Performance Review and Career Development:

- "Employees will participate in annual performance reviews to discuss achievements and areas for development. For instance, during these reviews, your manager will assess your project deliverables and work ethic, and together you'll set goals for professional growth over the next year. The company holds annual performance reviews, where you and your manager will assess your project outcomes and set goals for professional development. This is an opportunity to review your work and outline your career growth plan."

8. Remote Work Policy:

- "For remote workers, it's important to be available during core business hours, typically from 9 AM to 5 PM. For example, if you work from home, you are expected to be reachable via email and the company's communication platform (like Slack or Teams) during these hours, and attend virtual meetings as scheduled."

9. Social Media Policy:

- "Employees are encouraged to represent the company in a positive light on social media. For example, avoid posting about confidential company projects or making negative comments about clients or coworkers. You may, however, share company achievements or events, like when we launch a new product."

10. Expense Reimbursement Policy:

- "If you incur expenses while traveling for work, such as meals or transportation, submit your receipts through the company's expense system within 30 days. For example, after a business trip, upload your taxi receipt for reimbursement, following the guidelines that cover up to \$50 per meal and \$100 per day for transportation. To get reimbursed, submit receipts through the company's expense system within 30 days. For instance, after a business trip, you can upload receipts for transportation and meals, as long as they meet the company's daily limits."