

**Company Policy Handbook**

- 1. Leave Policy** - Employees receive 18 paid leaves per year. - Sick leave: 10 days per year. - Unused vacation can be carried forward up to 6 days. - Emergency leave requires manager approval.
- 2. Work From Home (WFH) Policy** - Employees can take 2 WFH days per week. - Prior approval from reporting manager is mandatory. - Employees must be available online during office hours.
- 3. Attendance Policy** - Office timings: 9:00 AM – 6:00 PM. - Late arrival beyond 10:00 AM more than 3 times a month results in warning. - Biometric attendance is mandatory.
- 4. Travel Reimbursement Policy** - All official travel must be pre-approved. - Food allowance: ■800 per day. - Travel bills must be submitted within 7 days of travel.
- 5. Code of Conduct** - Maintain professionalism at all times. - Harassment or discrimination will result in strict action. - Confidential information should not be shared.
- 6. IT Security Policy** - Passwords must be changed every 60 days. - Do not install unauthorized software. - Report phishing emails immediately.
- 7. Expense Policy** - Employees can claim office-related expenses with receipts. - Claims above ■2000 need finance approval.
- 8. Resignation & Notice Period** - Notice period is 30 days. - Handover tasks must be completed before exit.