

# Vegas Consulting – Employee Handbook

## Welcome Message

Welcome to **Vegas Consulting**! We are delighted to have you join our team.

This handbook serves as a guide to our workplace policies, benefits, and standards of conduct. Please take time to review it carefully, as it outlines expectations and resources designed to support you in your role.

## 1. Working Hours & Attendance

- **Standard Hours:** 9:00 AM – 6:00 PM, Monday to Friday
- **Lunch Break:** 1:00 PM – 2:00 PM
- **Flexibility:** Adjustments to work hours may be approved by your manager under special circumstances.
- **Punctuality:** Employees are expected to adhere to working hours and maintain regular attendance.

## 2. Leave Policy

- **Paid Annual Leave:** 15 days per calendar year
- **Sick Leave:** 10 days per calendar year
- **Public Holidays:** Observed as per the national holiday calendar
- **Leave Requests:** Must be submitted via the HR portal at least **5 business days in advance**, except in emergencies.

## 3. Remote Work Policy

- Eligible employees may work remotely **up to 2 days per week** with prior manager approval.
- Remote employees are expected to remain fully accessible during standard working hours.
- Productivity, communication, and adherence to company policies remain the employee's responsibility.

## 4. Expense Reimbursement

- **Coverage:** Business travel, meals, and other pre-approved expenses.
- **Submission:** Claims must be submitted within **15 working days**, along with valid receipts.

- **Approval:** HR and Finance departments will review and process reimbursements promptly.

## **5. Code of Conduct**

Employees are expected to:

- Maintain professionalism in all interactions.
- Safeguard client confidentiality and protect sensitive company data.
- Avoid conflicts of interest and immediately report any ethical concerns.
- Uphold the company's values and represent Vegas Consulting positively.