HR Policies

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1. Leave Rules:

- Annual Leave: 20 days per year.

- Sick Leave: 10 days per year with medical certificate.

- Casual Leave: 7 days per year.

2. Dress Code:

- Formal attire on weekdays.

- Smart casuals on Fridays.

- No ripped jeans or flip-flops.

3. Benefits:

- Health insurance covered for employee and family.

- Annual bonuses based on performance.

- Subsidized meals and transport.

4. Onboarding:

- Orientation conducted on the first Monday of each month.

- Buddy assigned for the first 30 days.

- Access to internal tools and systems within 48 hours.