

TechNova Solutions Pvt Ltd - Company Policies

1. Data Protection & Privacy (GDPR Aligned)

- Employee personal data will only be collected for legitimate business purposes.
- Data will be stored securely and retained only as long as necessary.
- Employees have the right to access, correct, and request deletion of their personal data.
- No personal data will be shared with third parties without consent unless legally required.

2. Information Security (ISO/IEC 27001 Aligned)

- Employees must use unique login credentials and never share passwords.
- Multi-factor authentication (MFA) is required for accessing company systems remotely.
- Confidential data must only be transmitted through secure, encrypted channels.
- Devices must be locked when unattended and updated with the latest security patches.

3. Working Hours & Leave (Labor Law & ISO 45001 Aligned)

- Standard working hours are 8 hours per day, 5 days per week.
- Employees are entitled to a minimum of 30 minutes of rest for every 6 hours of work.
- Annual leave entitlement is 14 days per year, in addition to public holidays.
- Sick leave must be supported with medical certificates when exceeding 2 consecutive days.

4. Workplace Safety & Health (ISO 45001 Aligned)

- The company provides safe and ergonomic working conditions.
- Emergency exits, fire extinguishers, and first aid kits must be accessible at all times.
- Employees are required to attend mandatory safety drills and training.
- Harassment, discrimination, and unsafe conduct will not be tolerated.

5. Code of Conduct

- Employees must treat colleagues, clients, and stakeholders with respect and professionalism.
- Bribery, corruption, or unethical practices are strictly prohibited.
- Conflicts of interest must be disclosed to HR immediately.
- Company resources must be used responsibly and for work purposes only.

6. Intellectual Property & Confidentiality

- All intellectual property created during employment that relates to company business belongs to the company.
- Confidential company information must not be disclosed to unauthorized parties during or after employment.
- Employees must sign a confidentiality agreement before handling sensitive projects.

7. Equal Opportunity Policy

- The company is committed to providing equal employment opportunities regardless of race, religion, gender, or background.
- Discrimination, harassment, or retaliation will lead to disciplinary action, up to and including termination.

8. Disciplinary Actions

- Violation of company policies may result in verbal warnings, written warnings, suspension, or termination, depending on severity.
- Severe breaches such as theft, fraud, harassment, or security violations may result in immediate dismissal.