

Leave Policy

- Employees are entitled to 20 days of annual paid leave.
- Unused annual leave cannot be carried forward to the next year.
- Sick leave: 10 days annually. Medical certificate required beyond 2 days.
- Maternity leave: 6 months fully paid for eligible employees.
- Paternity leave: 15 days of paid leave.
- Bereavement leave: Up to 5 days for immediate family loss.
- Unpaid leave may be requested subject to manager and HR approval.
- All leave requests must be logged through the HR portal.
- Encashment of leave is possible at the end of the fiscal year.
- Leave approval must be obtained from the reporting manager.

Working Hours and Remote Work

- Standard hours: 9 AM to 6 PM, Monday to Friday, with 1-hour lunch break.
- Employees must log daily attendance through the HR portal.
- Overtime should be pre-approved by the reporting manager.
- Remote work allowed up to 2 days per week with prior approval.
- Certain roles may be exempt from remote work privileges.
- Employees must remain accessible during working hours.
- Late arrivals and early departures should be justified.
- Compensatory offs may be provided for approved overtime.
- National holidays are observed as per company calendar.
- Special work-from-home permissions may be granted for medical reasons.

Code of Conduct

- Professionalism must be maintained in all interactions.
- Respectful communication is expected at all times.
- Harassment or discrimination of any kind is prohibited.
- Confidential company information must not be shared externally.
- Dress code: Smart casual; business attire for client meetings.
- Employees should avoid conflicts of interest.
- Use of offensive language in the workplace is not tolerated.
- Workplace disagreements should be resolved constructively.
- Employees should not engage in gossip or rumor spreading.
- Ethical conduct is mandatory both in and outside the workplace.

Workplace Policies

- Employees must follow all health and safety regulations.
- Report any accidents or injuries immediately to HR.
- Harassment and bullying will lead to disciplinary action.
- Discrimination based on gender, race, or religion is not tolerated.
- Employees must keep their workstations clean and organized.
- Smoking is prohibited inside office premises.
- Alcohol and drugs are strictly prohibited during work hours.
- Visitors must be signed in at reception and accompanied at all times.
- Employees should display their ID cards while at work.
- Unauthorized access to restricted areas is prohibited.

IT & Security

- Use official email accounts for work-related communication.
- Passwords must be updated every 90 days.
- Do not share passwords with anyone.
- Lock your workstation when leaving your desk.
- Personal devices must not be connected to office networks.
- Sensitive data should not be stored on personal devices.
- Software installation requires IT department approval.
- Use of unauthorized software is prohibited.
- Suspicious emails should be reported to IT immediately.
- Lost or stolen devices must be reported immediately.

Performance Reviews

- Performance reviews are conducted twice a year.
- Feedback is provided to support employee growth.
- Promotions are based on performance and business needs.
- Self-assessments are part of the review process.
- Peer feedback may be included in reviews.
- Managers are expected to provide constructive feedback.
- Performance improvement plans may be initiated for underperformers.
- Recognition awards are given for outstanding contributions.
- Salary adjustments are linked to review outcomes.
- Career development discussions are encouraged during reviews.

HR Contact

- HR Email: hr@acmecorp.example
- HR Phone: +1-555-0100
- HR Portal: <https://hr.acmecorp.example>
- Employees can reach out for leave clarifications.
- Queries about benefits should be addressed to HR.
- Workplace grievance redressal is available through HR.
- Confidential discussions with HR are encouraged.
- Employees should update HR about changes in personal info.
- Exit interviews will be scheduled by HR.
- HR policies are updated periodically and shared with staff.