

MegaCorp

HR Policies

Sara - HTB{tr4v3rs3_m4n4g3ment_d3240!}

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Introduction

Below are the policies that are strictly followed in our organization.

- Remote Working Guidelines
- Paid Leave Policy
- Health & Safety Policy

Remote Working Guidelines

This policy outlines guidelines for employees who work from a location other than our offices. We want to ensure that both employees and our Company will benefit from these arrangements.

Employees may work remotely on a permanent or temporary basis depending on business needs.[OPTION] This remote work policy is only in effect due to the COVID-19 pandemic and public health guidelines strongly recommending work from home when feasible.

This policy will be reviewed when public health guidelines or business needs change. Permanent remote work employees should indicate their primary working address in this remote working agreement. In case of transfer or relocation, employees remote work capability will be assessed on a case-by-case basis.

Paid Leave Policy

To be updated...

Health & Safety Policy

To be updated..