

# Company Policy Document

## About the Company

Welcome to [Company Name], a leading organization committed to innovation, integrity, and inclusivity. Our mission is to foster a culture where creativity and collaboration thrive, empowering our employees to grow personally and professionally. We believe in fair policies, healthy work-life balance, and transparent communication.

This document outlines various company policies including attendance, leave, remote work, and other essential guidelines. Please read each section carefully to understand your rights and responsibilities as a valued member of our organization.

## 1. Sick Leave Policy

- Employees are allowed 2 sick leaves per month.
- Unused sick leaves do not carry over to the next month.
- Medical certificates are required for leaves exceeding 2 days.

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### **2. Vacation Policy**

- Employees accrue 1.5 vacation days per month.
- Maximum annual vacation leave: 18 days.
- Vacation requests must be approved by the reporting manager.

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### **3. Remote Work Policy**

- Employees can work remotely up to 2 days per week.
- All remote work must be communicated and approved in advance.
- Employees must remain accessible during office hours while working remotely.

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### **4. Office Hours & Attendance**

- Office hours are from 9:00 AM to 5:00 PM, Monday to Friday.
- Employees are expected to log in on time and record attendance daily.
- Repeated tardiness may lead to disciplinary action.

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### **5. Code of Conduct**

- Respect all colleagues and promote a safe work environment.
- Avoid any form of discrimination or harassment.
- Adhere to professional ethics at all times.

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### **6. Performance Reviews**

- Annual performance reviews are conducted to assess employee progress.
- Feedback will be constructive and goal-oriented.
- Reviews may influence promotions, raises, and training opportunities.

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### **7. IT and Security Policy**

- Use company assets (laptops, emails) responsibly.
- Do not install unauthorized software.
- Report any security breach to the IT department immediately.

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### **8. Confidentiality Agreement**

- All employees must sign a confidentiality agreement.
- Do not share internal data with external parties.
- Breach of confidentiality may result in legal consequences.



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### **9. Workplace Safety**

- Follow safety protocols at all times.
- Report unsafe conditions to HR or Facilities team.
- Emergency exits and contact numbers are displayed across the office.

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### **10. Grievance Redressal**

- Employees can report concerns to HR in a safe and confidential manner.
- Every complaint will be acknowledged and addressed promptly.
- We ensure no retaliation for raising concerns in good faith.