## **HR Policy Document**

- 1. Code of Conduct: All employees are expected to maintain professional behavior and respect colleagues.
- 2. Equal Opportunity: The company provides equal employment opportunities regardless of race, gender, or religion.
- 3. Working Hours: Standard working hours are 9 AM to 6 PM, Monday to Friday.
- 4. Dress Code: Employees should maintain a smart casual dress code unless otherwise specified.