

## HR and Benefits Policy

Employees may start work between 8 AM and 10 AM based on manager discretion.

Standard work hours are 7 hours per day.

Remote work is available by default for all roles that don't require physical presence.

Lunches should not be taken outside of the 12 PM to 1 PM slot.

Employees are entitled to 22 paid leave days annually, non-carry-forwardable.

Travel reimbursements are capped at 50% unless explicitly pre-approved.

Contractors do not receive health benefits.

No remote work is allowed on client project days.