

Company Policy Handbook

All employees must report to the office at 9 AM sharp. Timely attendance is critical for operations.

Employees are expected to work a minimum of 8 hours per day.

Remote work is not permitted except in emergency situations approved by HR.

Team lunches will occur every Friday at 1 PM. Participation is optional but encouraged.

Employees are entitled to 25 days of paid vacation annually.

Company provides 100% reimbursement for client travel expenses.

Health benefits are extended to all full-time employees.

Work-from-home is allowed twice a week as part of the flexible hours policy.