

## **Company Employee Policies & Guidelines**

**Document Version:** 1.0

**Effective Date:** January 1, 2026

**Applies To:** All Employees

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### **1. Working Hours Policy**

- Standard working hours are **9:30 AM to 6:30 PM**, Monday to Friday.
  - Employees are expected to log in on time and inform their manager in case of delays.
  - Flexible working hours may be approved by the reporting manager based on role requirements.
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### **2. Leave Policy**

#### **2.1 Annual Leave**

- Employees are entitled to **24 paid leaves per calendar year**.
- Unused leaves can be carried forward up to **12 days**.
- Leave requests must be submitted at least **3 days in advance**.

#### **2.2 Sick Leave**

- Employees are entitled to **12 sick leaves per year**.
- Medical certificates are required for sick leave exceeding **2 consecutive days**.

#### **2.3 Maternity & Paternity Leave**

- Maternity Leave: **26 weeks** as per company policy.
  - Paternity Leave: **10 working days**.
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### **3. Work From Home Policy**

- Employees may request work-from-home for up to **2 days per week**.
  - Approval depends on project requirements and manager discretion.
  - Employees must remain available during working hours.
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### **4. Code of Conduct**

- Employees must maintain professionalism at all times.
- Harassment, discrimination, or abusive behavior is strictly prohibited.
- Company assets must be used responsibly.

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## **5. Compliance & Data Security Policy**

- Confidential company data must not be shared externally.
  - Employees must follow IT security guidelines.
  - Violation of compliance policies may result in disciplinary action.
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## **6. Termination Policy**

- Either party may terminate employment with **30 days' notice**.
  - Immediate termination may occur in case of severe misconduct.
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## **7. Policy Acknowledgement**

All employees are required to read, understand, and comply with the policies outlined in this document.

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