

Company Employee Policies & Guidelines

Document Version: 1.0

Effective Date: January 1, 2026

Applies To: All Employees

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.
-

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**.
-

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.
-

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.

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.

6. Termination Policy

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

7. Policy Acknowledgement

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