

## Company HR Policy

### 1. Working Hours:

Employees are required to work 9 hours per day from Monday to Friday.

### 2. Leave Policy:

Employees are entitled to 24 paid leaves per year.

12 casual leaves and 12 sick leaves are provided.

### 3. Notice Period:

The notice period is 60 days for all full-time employees.

### 4. Work From Home:

Employees can work from home up to 2 days per week with manager approval.