

## **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.