

# **Abhimanyu Industries – Policy Document**

## **Introduction & Core Values**

Abhimanyu Industries is committed to building a professional, ethical, and inclusive workplace where employees are empowered to perform at their best while upholding the highest standards of integrity. This Policy Document serves as the official and authoritative guide defining employee rights, responsibilities, and acceptable conduct. All employees are required to read, understand, and comply with these policies as a condition of employment.

## **Core Values**

Integrity: Acting honestly and ethically in all professional matters.

Professionalism: Maintaining respectful conduct and accountability.

Accountability: Taking ownership of actions and deliverables.

Respect & Inclusion: Zero tolerance for discrimination or harassment.

## **Leave Policy**

Abhimanyu Industries provides structured leave benefits to support employee well-being while ensuring business continuity.

## **Types of Leave**

Casual Leave: Short-term personal needs with prior approval.

Sick Leave: Medical reasons; certificate required for extended absence.

Earned Leave: Accrued monthly, can be carried forward and encashed.

Emergency Leave: Reviewed on a case-by-case basis by HR.

## **Leave Rules & Guidelines**

All leave must be applied through the ZenHR Portal. Unauthorized leave or misuse may lead to disciplinary action.

## **Work From Home (WFH) Policy**

WFH is a flexible arrangement subject to eligibility, role suitability, and managerial approval.

## **WFH Guidelines**

Maximum two days per week unless otherwise approved.  
Employees must be available during core hours (10 AM – 6 PM).  
Data security and confidentiality must be maintained at all times.

## **WFH Responsibilities**

Maintain productivity standards, attend meetings, use secure systems, and avoid public networks.

## **Policy Enforcement**

Abhimanyu Industries follows a progressive discipline model to ensure fairness and transparency.

## **Disciplinary Actions**

Minor violations result in warnings.  
Repeated issues may lead to suspension or termination.  
Severe misconduct may result in immediate termination.

## **Role of HR**

HR ensures consistent enforcement, conducts investigations, maintains documentation, and protects employee rights.

## **Acknowledgement**

Employees must acknowledge and comply with this policy. Failure to adhere may impact employment status.

## **Final Note**

This document represents the official policy framework of Abhimanyu Industries and may be updated periodically.