Company Policies

- 1. Office hours are from 9 AM to 6 PM, Monday to Friday.
- 2. Employees are entitled to 20 paid leaves per year.
- 3. Work from home is allowed twice a week upon manager approval.
- 4. All employees must adhere to data security policies and avoid sharing confidential information externally.
- 5. Health insurance is provided to all full-time employees after probation period.