Book

Company Policies

ALPHATECH
LOGICS

HR

July, 4th 2023

Company Policies

Effective Date: [July, 4th 2021]

This document outlines the core policies related to time management and leave for all employees of Alphatech Logics. Please read carefully and adhere to these guidelines to ensure smooth operations and accountability.

1. Paid Time Off (PTO) Policy

- Each employee is entitled to **1 Paid Time Off (PTO)** day per month.
- Any unused PTO can be carried over to the following month.
- Requests for PTO must be made in advance and approved by the supervisor.
- If an employee exceeds 1 PTO in a month, the extra leave will result in **salary deductions**, with no further intimation beyond the initial warning.
- Absences due to illness or emergencies may be addressed on a case-by-case basis but should be communicated promptly.

2. Time In/Time Out Policy

- **Working Hours:** Employees are expected to work from **6:00 PM Pakistan Time onwards Monday through Saturday**.
- **Full-Time Employees** must clock in by **6:00 PM Pakistan Time** and clock out no earlier than **2:00 AM Pakistan Time** to ensure full 8 work hours are completed.
- **Part-Time Employees** must clock in by **6:00 PM Pakistan Time** and clock out no earlier than **10:00 PM Pakistan Time** to ensure full 4 work hours are completed.
- A grace period of **10 minutes** is allowed for late clock-ins, but habitual tardiness will lead to formal warnings and potential deductions.

3. Overtime Policy

- Overtime will be compensated as per company standards only when pre-approved by management.
- Employees are required to submit requests for overtime at least **24 hours** before the desired time, except in emergencies.

4. Remote Work and Productivity Tracking

- Employees working remotely must adhere to their designated time in and time out schedules.
- Productivity may be monitored using appropriate tools, including time tracking and periodic screenshots, to ensure work is being performed during stated hours.

5. Disciplinary Actions

- Employees who fail to adhere to the policies will be subject to warnings, salary deductions, and, in severe cases, termination.
- Repeated violations of the time in, time out, or PTO policies will be escalated as necessary.

6. Confidentiality and Data Protection Policy

At Alphatech Llogics, the protection of our company's intellectual property, as well as the confidential information of our clients, is of the utmost importance. This policy outlines the expectations and responsibilities of employees regarding the handling of sensitive information and the legal consequences of any breaches.

6.1 Confidential Information Definition

Confidential information includes, but is not limited to:

- Client data, proprietary business information, trade secrets, strategies, financial data, and intellectual property.
- Any customer-related data such as project details, contracts, pricing, business requirements, or technical specifications.
- Any sensitive internal company information, including but not limited to, processes, methods, technologies, or research and development.

6.2 Handling of Confidential Information

- Employees are strictly prohibited from sharing, distributing, or discussing confidential information with any unauthorized individuals, including outside parties, colleagues without a need-to-know basis, or any other third party.
- All confidential data, whether physical or digital, must be stored securely and only accessible by authorized personnel.
- When dealing with customer data or intellectual property, ensure all communication, storage, and transfer of data is performed through secure and approved company channels and systems.

6.3 Data Breaches and Consequences

- Any leak, compromise, or unauthorized sharing of confidential data, whether deliberate or accidental, will result in severe consequences, including but not limited to:
  - Immediate disciplinary action, which may include suspension or termination of employment.
  - Legal action, as Alphatech Logics reserves the right to pursue all available legal remedies under applicable laws, including seeking damages or injunctions.
  - Employees may be held personally liable for damages incurred by the company or its clients as a result of any breach of confidentiality.

7. Reporting Suspicious Activity

- Employees must report any suspicious activity, potential breaches, or concerns about data security immediately to [Relevant Department/Person, e.g., IT Security or HR].
- Alphatech Logics will investigate all reports thoroughly and take necessary action to mitigate any potential risks.

8. Non-Disclosure Agreement (NDA)

- Upon employment, each employee is required to sign a Non-Disclosure Agreement (NDA), which binds them legally to protect the company's confidential information even after the termination of employment.

9. Legal Action

- In the event that an employee is found responsible for leaking or compromising any confidential information or intellectual property, Alphatech Logics will not hesitate to initiate legal action. This may include:
    - Filing civil lawsuits for breach of contract or confidentiality agreements.
    - Seeking compensation for any damages caused to the company or its clients.
    - Pursuing criminal charges if applicable under local, national, or international laws.

Note: Employees are reminded that safeguarding company and client information is not only a legal obligation but also critical to maintaining the trust and integrity of operations of Alphatech Logics.

These policies are subject to updates and changes at the discretion of the company. Employees will be informed of any changes in advance.

For any questions or clarifications, please contact HR at hr@alphatechlogics.com.

Thanks,

HR - Alphatech Logics