

Imaginary Company - Rules and Regulations

Code of Conduct

- Employees must maintain professionalism at all times.
- Respect colleagues, clients, and workplace diversity.
- Harassment or discrimination of any form will not be tolerated.

Workplace Policies

- Working hours are from 9:00 AM to 6:00 PM, Monday to Friday.
- Employees must clock in and out using the attendance system.
- Remote work is allowed only with prior manager approval.

Leave Policy

- Employees are entitled to 20 paid leaves annually.
- Medical leave requires a doctor's certificate if exceeding 2 days.
- Uninformed absence for more than 3 days may lead to disciplinary action.

IT & Security Policy

- Company devices must be used only for official purposes.
- Sharing passwords or confidential information is strictly prohibited.
- Employees must report suspicious emails to the IT department immediately.

Disciplinary Actions

- Violation of rules may result in written warnings, suspension, or termination.
- Repeated misconduct will lead to strict disciplinary measures.
- Serious violations like fraud, theft, or harassment may result in immediate termination.