

Company Policy Handbook

This handbook consolidates the core internal policies of the Company. It is intended to provide employees, contractors, and stakeholders with clear guidance on workplace expectations, rights, and responsibilities. All individuals associated with the Company are expected to read, understand, and comply with the policies outlined in this document.

Leave Policy

1. Introduction

The Company recognizes the importance of rest and personal time in maintaining employee productivity and well-being. This Leave Policy defines the types of leave available and the procedures for availing them.

2. Types of Leave

Annual Leave: Employees are entitled to 24 days of paid annual leave per calendar year. Leave accrues monthly and unused leave may be carried forward up to a maximum of 12 days.

Sick Leave: Employees are entitled to 10 days of sick leave annually. Medical certification is required for sick leave exceeding two consecutive working days.

Casual Leave: Six casual leaves are provided for urgent personal matters and cannot be carried forward.

3. Leave Application Process

All leave requests must be submitted through the Company's HR portal. Approval from the reporting manager is mandatory before availing leave, except in emergency cases.

4. Unpaid Leave

Unpaid leave may be granted under exceptional circumstances subject to managerial and HR approval.

5. Policy Enforcement

Misuse of leave entitlements may result in disciplinary action.

Remote Work Policy

1. Purpose

This policy outlines the guidelines governing remote and hybrid work arrangements.

2. Eligibility

Employees with a minimum tenure of three months and satisfactory performance records may apply for remote work.

3. Working Hours

Remote employees must remain available between 10:00 AM and 6:00 PM IST and attend all scheduled meetings.

4. Equipment and Security

Employees must use company-approved devices and ensure secure internet connectivity. VPN usage is mandatory when accessing internal systems.

5. Performance Monitoring

Remote work arrangements are subject to periodic review and may be revoked if productivity standards are not met.

Data Protection and Information Security Policy

1. Introduction

The Company is committed to protecting personal and organizational data and complying with applicable data protection laws.

2. Data Protection Principles

The Company adheres to principles of lawfulness, transparency, data minimization, accuracy, storage limitation, and confidentiality.

3. Data Security Measures

Security controls include encryption, access control, regular audits, and employee training.

4. Data Breach Management

Any suspected data breach must be reported to the IT Security team within two hours. Appropriate corrective and notification measures will be taken.

5. Roles and Responsibilities

Employees are responsible for safeguarding data and reporting security incidents promptly.

Code of Conduct

1. Professional Standards

Employees must conduct themselves in a professional, ethical, and respectful manner at all times.

2. Workplace Behavior

Harassment, discrimination, or intimidation of any kind will not be tolerated.

3. Conflict of Interest

Employees must disclose any personal or financial interests that could influence business decisions.

4. Compliance

All employees must comply with company policies, contractual obligations, and applicable laws.

5. Disciplinary Action

Violations may result in disciplinary measures, including termination of employment.

Product FAQ

1. Product Overview

The Company's product provides AI-powered analytics to support data-driven decision-making.

2. Data Privacy

All customer data is encrypted in transit and at rest, and processed in accordance with data protection policies.

3. User Support

Support is available via email, internal helpdesk, and scheduled training sessions.

4. Training and Onboarding

New users receive onboarding sessions, documentation, and continuous learning resources.