

# ABC Pvt. Ltd.

## Employee Policy Manual

Version 1.0

Effective Date: January 1, 2026

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### 1. Company Overview

**ABC Pvt. Ltd.** is a technology solutions company specializing in AI-powered enterprise software. Our mission is to deliver innovative and reliable solutions while maintaining the highest ethical standards.

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### 2. Code of Conduct

All employees must:

- Maintain professionalism in the workplace.
- Respect colleagues and clients.
- Avoid conflicts of interest.
- Protect confidential company information.
- Comply with all applicable laws and regulations.

Violation of company policies may result in disciplinary action.

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### 3. Working Hours & Attendance

- Standard working hours: **9:00 AM – 6:00 PM (Monday to Friday)**
- Employees are allowed flexible timing with manager approval.
- Attendance must be recorded in the HR system daily.
- Repeated late attendance may lead to warnings.

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## 4. Remote Work Policy

ABC Pvt. Ltd. supports hybrid and remote work arrangements.

- Employees may work remotely up to **3 days per week**
  - Prior approval from the reporting manager is required.
  - Employees must ensure:
    - Stable internet connection
    - Availability during working hours
    - Data security compliance
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## 5. Leave Policy

### 5.1 Annual Leave

- 18 paid leave days per year.
- Unused leave may be carried forward (max 10 days).

### 5.2 Sick Leave

- 10 sick leave days per year.
- Medical certificate required for more than 2 consecutive days.

### 5.3 Maternity / Paternity Leave

- Maternity Leave: 26 weeks
  - Paternity Leave: 10 working days
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## 6. Data Security & Confidentiality

Employees must:

- Not share confidential documents externally.
- Use company-approved devices and software.

- Report any data breach immediately.
- Follow password and MFA policies.

Failure to comply may result in termination.

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## 7. IT & Acceptable Use Policy

Employees must:

- Use company systems responsibly.
- Avoid downloading unauthorized software.
- Not access inappropriate content.
- Use official email for business communication only.

All IT usage may be monitored.

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## 8. Performance Review Policy

- Performance reviews occur **twice a year**.
  - KPIs are defined at the start of each cycle.
  - Promotions are performance-based.
  - Salary revisions are subject to management approval.
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## 9. Anti-Harassment Policy

ABC Pvt. Ltd. maintains a zero-tolerance policy toward:

- Workplace harassment
- Discrimination
- Bullying
- Retaliation

Complaints can be raised confidentially with HR.

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## 10. Grievance Redressal

Employees may escalate concerns via:

- Reporting Manager
- HR Department
- Ethics Committee

All complaints will be investigated within **7 working days**.

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## 11. Termination Policy

Employment may be terminated due to:

- Policy violations
- Poor performance
- Misconduct
- Business restructuring

Notice Period:

- Employees: 30 days
  - Company: 30 days (or salary in lieu)
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## 12. Contact Information

**HR Department**

Email: [hr@abcpvtltd.com](mailto:hr@abcpvtltd.com)

Phone: +91-9876543210