

ABC Pvt. Ltd.

Employee Policy Manual

Version 1.0

Effective Date: January 1, 2026

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.

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.

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.

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.

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.

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.

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.

10. Grievance Redressal

Employees may escalate concerns via:

- Reporting Manager
- HR Department
- Ethics Committee

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

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

Phone: +91-9876543210