

Company Overview

This document outlines internal company policies and guidelines.

It is intended for employees and contractors.

Work From Home Policy

Employees may work from home up to three days per week.

Approval from the reporting manager is required.

Productivity and availability during work hours are expected.

Leave and Holidays

Employees are entitled to annual paid leave.

Public holidays are observed as per the regional calendar.

Unplanned leaves should be communicated in advance where possible.

IT and Security Guidelines

Company devices must be secured with strong passwords.

Confidential data should not be shared externally.

VPN usage is mandatory when accessing internal systems remotely.