

Employee Onboarding Documentation

1. Joining Process

New employees must complete onboarding within the first 7 working days. Mandatory training includes security awareness and company ethics.

2. Working Hours

Standard working hours are from 9:30 AM to 6:30 PM, Monday to Friday. Remote work is allowed with manager approval.

3. Leave Policy

Employees are entitled to 18 paid leaves per year.

Unused leaves can be carried forward up to a maximum of 6 days.

4. IT Support

For technical issues, employees should raise a ticket via the internal IT portal.