

# Company Policy Document

## 1. Leave Policy

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- All full-time employees are entitled to 18 days of paid leave per year.
- Sick leave of up to 10 days per year is provided and does not count toward paid leave.
- Employees must submit leave requests at least 3 days in advance, except in emergencies.
- Unused leaves cannot be carried forward to the next year, except in special cases approved by HR.

## 2. Salary Increment Policy

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- Annual performance reviews are conducted every December.
- Salary increments are based on individual performance, company profitability, and market benchmarks.
- Employees in probation period are not eligible for salary increments.
- HR will communicate approved increments by the end of January.

## 3. Work from Home Policy

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- Employees may work from home up to 2 days per week with manager approval.
- Work-from-home days should be scheduled in advance and communicated to the team.
- Employees are responsible for maintaining confidentiality and data security while working remotely.

## 4. Code of Conduct

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- All employees must adhere to professional behavior in the workplace.
- Harassment, discrimination, or any unethical behavior will result in disciplinary action.
- Employees must respect company property and intellectual property rights.

## 5. Confidentiality Policy

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- Employees must not share confidential company information externally.
- Any breach of confidentiality may lead to termination and legal action.

## 6. Employee Benefits

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- Health insurance coverage is provided for all full-time employees.
- Retirement plan contributions are made according to company policy.
- Other benefits include flexible work hours, training programs, and wellness initiatives.