

Company Policies

1. Working Hours

- Regular working hours: 9:00 AM - 6:00 PM, Monday to Friday
- Flexible working hours with prior manager approval
- Overtime must be approved in advance and compensated accordingly
- Employees are required to log daily work hours in the internal system
- Remote work up to 2 days per week is allowed, subject to manager approval

2. Leave Policies

- Annual leave: 20 days per year
- Sick leave: 10 days per year, medical certificate required
- Maternity/paternity leave: As per local labor laws
- Special unpaid leave may be granted for personal circumstances
- Leave requests must be submitted at least 2 weeks in advance

3. Code of Conduct

- Professional behavior must be maintained at all times
- Harassment or discrimination of any kind is strictly prohibited
- Confidential information must not be shared externally
- Conflicts of interest must be disclosed immediately
- Reporting unethical behavior is mandatory

4. Remote Work Policy

- VPN connection required when accessing company systems
- Regular check-ins with managers and team meetings are required
- Employees must maintain a professional workspace at home

- Equipment provided by the company must be returned upon request
- Remote employees must be reachable during core business hours

5. IT Security

- Strong passwords required; change every 90 days
- Multi-factor authentication (MFA) is mandatory for all accounts
- Unauthorized software installation is prohibited
- Personal devices require IT approval to connect to company network
- Regular cybersecurity training is mandatory

6. Health & Safety

- Annual safety training is mandatory
- Emergency exits must remain unobstructed
- Workplace accidents must be reported immediately to HR
- Employees should follow ergonomic guidelines for computer use
- Fire drills conducted quarterly

7. Travel & Expenses

- All business travel requires department head approval
- Expense reports submitted with receipts within 10 days
- Company credit cards only for approved expenses
- Travel insurance required for international trips
- Employees should follow sustainability guidelines for travel

8. Performance & Evaluation

- Performance reviews conducted twice a year
- KPI achievement forms basis for bonuses and promotions
- Employees may appeal review results to HR

- Continuous feedback encouraged within teams
- Training plans developed annually

9. Compensation & Benefits

- Salaries reviewed annually
- Health insurance and wellness benefits provided
- Retirement savings plan available
- Employee discounts on company products
- Education reimbursement for approved courses

10. Disciplinary Procedures

- Minor infractions receive verbal warning
- Repeat offenses documented and escalated
- Serious violations may result in suspension or termination
- Employees have right to appeal decisions
- All disciplinary actions recorded in HR system