

Company Policies

1. Work Hours and Leave

Employees are expected to work 9:00 AM to 6:00 PM, Monday through Friday. All leave requests must be submitted at least two weeks in advance and approved by the direct supervisor. Emergency leave will be handled on a case-by-case basis. Overtime work must be pre-approved and compensated according to the labor regulations.

2. Data Security and Privacy

All employees must adhere to company data security policies, including secure handling of confidential documents, use of company-approved devices, and password protection. Unauthorized sharing of sensitive information is strictly prohibited and may lead to disciplinary action.

3. Employee Conduct

Employees are expected to maintain professional behavior in all interactions. Harassment, discrimination, and inappropriate language are not tolerated. Any violations should be reported to Human Resources immediately.

4. Emergency Procedures

In case of fire, earthquake, or other emergencies, employees must follow the emergency evacuation plan and assemble at designated safe zones. First-aid kits and emergency contacts are provided on every floor.

5. Remote Work Policy

Remote work is permitted for approved roles. Employees working remotely must maintain communication via company-approved tools and adhere to data security policies.