

Employee Policy & Compliance Handbook - Auralite Technologies

Code of Conduct

Employees are expected to maintain ethical behavior, inclusivity, and professional conduct.

Work Hours and Leave Policy

40-hour workweek, 18 annual leaves, and 12 casual leaves. All leave requests via HR portal.

Remote Work Policy

Employees may work remotely up to 3 days per week with manager approval.

Performance Evaluation

Conducted bi-annually with KPIs for performance, innovation, and collaboration.

Health and Safety

All offices follow ISO 45001 guidelines. Emergency drills every 6 months.

Employee Benefits

Health insurance, retirement plan, parental leave, learning reimbursements, and mental health counseling.