

XYZ Corporation - Company Policies & Employee Handbook

1. Salary Policy

Salaries are credited on the last working day of each month. Payslips are available by the 3rd of the following month.

Deductions for PF, ESI, and taxes are as per statutory norms. Overtime is paid with prior manager approval.

2. Leave Policy

Each employee is entitled to:

- 12 Casual Leaves (CL)
- 10 Sick Leaves (SL)
- 10 Paid Leaves (PL)

Leave requests must be submitted at least 3 days in advance on the HR portal.

Unutilized leaves can be carried forward up to 30 days.

3. Attendance and Working Hours

Working hours are from 9:30 AM to 6:30 PM, Monday to Friday.

An employee must log at least 8 hours of work to be marked present.

Late arrivals beyond 3 times a month will lead to HR review.

4. Travel & Reimbursement

All official travel must be approved by reporting managers.

Claims should be submitted within 5 working days after travel via the expense reimbursement portal.

Attach receipts for all expenses exceeding INR 100.

5. Work From Home Policy

Employees can request Work From Home (WFH) up to 4 days a month.

Approval from team leads is mandatory.

Stable internet and regular check-ins during work hours are expected.

6. Code of Conduct

Employees are expected to act professionally, avoid conflicts of interest, and maintain confidentiality of client data.

Harassment or discrimination of any kind will result in disciplinary action.

7. IT & Data Security

Company systems must be used for work purposes only.

Passwords should be updated every 90 days.

No sensitive data should be stored on personal devices.

