

Company Name: TechNova Solutions Pvt. Ltd.

Document Title: Employee Handbook & HR Policy

Effective Date: January 2025

## 1. Code of Conduct

- Employees must maintain professionalism and integrity.
- Harassment, discrimination, or misconduct will not be tolerated.
- Confidential information must not be disclosed without authorization.

## 2. Work Hours & Attendance

- Standard office hours: 9:00 AM - 6:00 PM, Monday to Friday.
- Flexible hours may be approved by managers.
- Remote attendance must be logged through the HR portal.

## 3. Leave Policy

- Annual Paid Leave: 18 days per year.
- Sick Leave: 12 days per year (medical certificate required beyond 2 days).
- Public Holidays: As per the company holiday calendar.

## 4. Work-from-Home (WFH) Policy

- Employees may WFH up to 2 days per week with manager approval.
- WFH may be mandated during severe weather, transport strikes, or AQI > 200.
- Employees must remain available on official communication channels.
- If travel time is more than 1 hour, employees may be allowed to do WFH.

## 5. IT & Security Policy

- Company laptops must be password-protected and encrypted.
- Unauthorized software installations are prohibited.
- Employees must use VPN when accessing internal systems remotely.
- Sharing login credentials is strictly forbidden.

## 6. Performance & Appraisal

- Performance reviews will be conducted bi-annually.
- Promotions and salary revisions are based on performance, skills, and tenure.

## 7. Termination & Resignation

- Employees must provide a 30-day notice period before resignation.
- In cases of misconduct, employment may be terminated without notice.

## 8. Policy Review

- This policy is subject to annual review by HR and Management.
- Updates will be communicated via email and the HR portal.

Issued by HR Department - TechNova Solutions Pvt. Ltd.