

Employee Handbook

1. Work Hours & Attendance

1. Office working hours are from **9:00 AM to 6:00 PM**, Monday to Friday.
 2. Employees must log in before **9:15 AM**.
 3. Late arrivals more than **3 times a month** require manager approval.
 4. Employees must notify their manager before taking unscheduled leave.
 5. Overtime work requires **prior written approval**.
 6. Attendance is recorded using the company attendance system.
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2. Remote & Hybrid Work Policy

7. **Remote work is allowed only on Fridays.**
 8. Employees are not allowed to work remotely on Mondays.
 9. Remote work requests must be approved by the reporting manager.
 10. Employees must remain available online during remote work hours.
 11. Hybrid work is not allowed without HR approval.
 12. Remote work is subject to performance evaluation.
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3. Leave Policy

13. Employees are entitled to **20 paid leaves per year**.
 14. Unused leaves cannot be carried forward to the next year.
 15. Sick leave requires a medical certificate if more than **2 consecutive days**.
 16. Casual leave must be applied at least **one day in advance**.
 17. Maternity leave is **26 weeks** as per company policy.
 18. Paternity leave is **10 working days**.
 19. Leave during probation is limited to **5 days**.
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4. Expense & Reimbursement Policy

- 20. The maximum expense reimbursement limit is **\$50 per claim**.
 - 21. Expense claims must be submitted within **7 days**.
 - 22. Food expenses are reimbursed only during official travel.
 - 23. Personal expenses are not reimbursable.
 - 24. Taxi expenses require a valid receipt.
 - 25. Reimbursements are processed within **14 working days**.
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5. Code of Conduct

- 26. Employees must maintain professional behavior at all times.
 - 27. Harassment of any kind is strictly prohibited.
 - 28. Discrimination based on gender, religion, or caste is not allowed.
 - 29. Employees must follow company ethics and integrity guidelines.
 - 30. Violation of conduct rules may lead to disciplinary action.
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6. IT & Security Policy

- 31. Company devices must be used only for official work.
 - 32. Passwords must be changed every **90 days**.
 - 33. Sharing login credentials is strictly prohibited.
 - 34. Employees must lock their systems when away from desk.
 - 35. Unauthorized software installation is not allowed.
 - 36. Data breaches must be reported immediately to IT.
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7. Confidentiality & Data Protection

- 37. Employees must not share confidential company information.
- 38. Client data must be handled securely.
- 39. Confidential documents should not be printed unnecessarily.
- 40. Employees must sign a confidentiality agreement.
- 41. Breach of confidentiality may result in termination.

8. Performance & Appraisal

- 42. Performance reviews are conducted **twice a year**.
- 43. Appraisals are based on performance and behavior.
- 44. Poor performance may lead to a performance improvement plan.
- 45. Promotions are merit-based, not tenure-based.

9. Exit & Termination Policy

- 46. Notice period is **30 days** for resignation.
- 47. Company assets must be returned before final settlement.
- 48. Salary for the last working month is processed after clearance.
- 49. Immediate termination may occur in case of severe misconduct.
- 50. Exit interviews are mandatory for all resigning employees.

10. Miscellaneous Policies

- 51. Office dress code is **business casual**.
- 52. Smoking is prohibited inside office premises.
- 53. Employees must follow safety guidelines during emergencies.
- 54. Personal calls should be limited during work hours.
- 55. Any policy updates will be communicated via official email.