

## HR Handbook

### 1. Code of Conduct:

Employees should maintain professionalism, adhere to ethical standards, and treat colleagues respectfully.

### 2. Payroll Cycle:

Salaries are processed on the last working day of every month.

### 3. Performance Review:

Appraisals occur annually in April.

### 4. Workplace Safety:

Employees must report hazards immediately to the HR department.