

## **Foreign – Engineering Department Policies**

### **Engineering Code Standards Policy**

**Purpose:**

Ensure clean, maintainable, and consistent code across all engineering teams.

**Key Rules:**

- Follow approved coding standards and style guides.
- Write readable, well-documented code.
- Mandatory code reviews before merging.
- Avoid hard-coded secrets or credentials.

**Ownership:** Engineering Team Leads

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### **Version Control and Branching Policy**

**Purpose:**

Define rules for using version control systems.

**Key Rules:**

- Use company-approved repositories only.
- Follow defined branching strategy (e.g., main, dev, feature).
- Commit messages must be clear and meaningful.
- No direct commits to production branches.

**Ownership:** Engineering & DevOps Team

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### **Software Development Lifecycle (SDLC) Policy**

**Purpose:**

Standardize the software development lifecycle.

**Key Rules:**

- Follow defined stages: requirements, design, development, testing, deployment.
- Maintain documentation at each stage.

- Testing is mandatory before release.
- Changes must follow approval process.

**Ownership:** Engineering Management

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## **Code Review and Quality Assurance Policy**

**Purpose:**

Maintain high code quality and reduce defects.

**Key Rules:**

- All code must be peer-reviewed.
- Automated tests must pass before merge.
- Follow static analysis and linting rules.
- Fix critical issues before release.

**Ownership:** Engineering & QA Teams

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## **Security and Secure Coding Policy**

**Purpose:**

Protect systems, applications, and data from security risks.

**Key Rules:**

- Follow secure coding best practices.
- Do not expose secrets, tokens, or API keys.
- Regularly update dependencies.
- Report security vulnerabilities immediately.

**Compliance:** Company Security Standards / Local cybersecurity regulations

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## **Deployment and Release Policy**

**Purpose:**

Ensure safe and controlled software releases.

**Key Rules:**

- Deploy only tested and approved builds.
- Maintain rollback plans.
- Monitor systems post-deployment.
- Emergency releases require approval.

**Ownership:** DevOps & Engineering Teams

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**Engineering Documentation Policy****Purpose:**

Ensure proper technical documentation for long-term maintainability.

**Key Rules:**

- Maintain README and API documentation.
- Update documentation with every major change.
- Store documentation in approved repositories.

**Ownership:** Engineering Teams

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**Incident and Outage Management Policy****Purpose:**

Handle production incidents effectively.

**Key Rules:**

- Report incidents immediately.
- Follow defined escalation process.
- Perform root cause analysis (RCA).
- Document lessons learned.

**Ownership:** Engineering & SRE Teams