

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

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

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

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

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

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

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

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