

HELIX GLOBAL CORP

Human Resources Policy Framework

Version 2026.01 - Effective January 1, 2026

This document contains proprietary and confidential information. Distribution is restricted to Helix Global employees and authorized personnel only.

Table of Contents

1. Introduction & Scope	3
2. Leave Categories & Policies	4
3. Tenure-Based Loyalty Benefits	6
4. Regional Policy Variations	7
5. Singapore-Specific Requirements	9
6. London Office Provisions	10
7. Attendance & Compliance	11
8. Disciplinary Guidelines	12
9. Special Circumstances	13
10. Appendices & References	14

1. Introduction & Scope

This manual establishes the global HR policies for Helix Global Corp across all operational locations. These policies apply to all permanent employees regardless of grade, department, or location, with specific regional variations noted in subsequent sections.

All employees are expected to familiarize themselves with these policies and comply with them fully. Managers and HR representatives are responsible for ensuring consistent implementation.

Last Updated: January 2026

Next Review Date: January 2027

2. Leave Categories & Entitlements

2.1 Annual Leave

All employees are entitled to 15 days of paid annual leave per calendar year. Annual leave must be requested at least 2 weeks in advance and approved by the reporting manager. Unused annual leave cannot be carried forward beyond March 31 of the following year.

2.2 Sick Leave

Employees receive 10 days of sick leave annually. Medical certificates are required for absences exceeding 2 consecutive days. Regional exceptions apply (see Section 5 for Singapore requirements).

2.3 Emergency Leave

Emergency leave (3 days per year) may be granted for unforeseen circumstances including bereavement, family emergencies, or critical personal matters. Approval is at management discretion and requires documentation.

3. Tenure-Based Loyalty Benefits

Helix Global values employee loyalty and tenure. Additional leave benefits are granted based on continuous service:

TIER 1 (3-5 years of service):

- Additional 2 days of annual leave (total: 17 days)
- Eligibility begins on the 3rd anniversary of joining_date

TIER 2 (5+ years of service):

- Additional 5 days of annual leave (total: 20 days)
- Eligibility begins on the 5th anniversary of joining_date
- Access to sabbatical program (15 days after 7 years)

Service tenure is calculated from the joining_date field in the employee master record. Breaks in service reset the tenure counter.

4. Regional Policy Variations

While core policies apply globally, certain locations have specific provisions to comply with local regulations and cultural norms.

BANGALORE, INDIA:

- Diwali bonus leave: 1 additional day
- Festival advance available in October

NEW YORK, USA:

- 401k matching from day one
- Standard US federal holidays observed

TOKYO, JAPAN:

- Golden Week provisions: 5 consecutive days
- Cultural holiday observances

5. Singapore Office - Special Requirements

CRITICAL COMPLIANCE REQUIREMENT

Employees based in Singapore (location = 'Singapore') MUST provide a valid medical certificate (MC) for ALL sick leave applications, regardless of duration.

This includes:

- Single-day sick leave
- Half-day sick leave
- Extended medical leave

Failure to provide an MC will result in the leave being classified as unpaid absence. MCs must be from MOH-registered practitioners and submitted within 48 hours of return to work.

This requirement is mandatory per Singapore Employment Act regulations and supersedes the general policy in Section 2.2.

6. London Office Provisions

Employees in the London office receive additional benefits in accordance with UK employment standards:

BANK HOLIDAY ALLOWANCE:

- 8 additional days per year for UK bank holidays
- These are separate from the standard 15-day annual leave
- Total leave entitlement: 23 days (15 annual + 8 bank holidays)

Note: Bank holiday allowance is automatically added to London employees' leave balance and does not require separate application.

7. Attendance & Time Tracking

All employees must maintain accurate attendance records through the biometric/digital attendance system.

REQUIREMENTS:

- Daily check-in upon arrival
- Daily check-out before departure
- Accurate time logging for remote work

INCOMPLETE RECORDS:

Missing check-out entries affect payroll processing and compliance. Employees with incomplete records may face administrative action (see Section 8).

8. Disciplinary Guidelines

Attendance Violations

Employees who fail to maintain proper attendance records will face progressive disciplinary action:

MISSING CHECK-OUT POLICY:

- More than 5 instances of missing check-out in a calendar month results in a 2% salary deduction
- Count resets monthly
- Repeated violations may lead to formal warnings

This policy ensures accurate work hour tracking and compliance with labor regulations.

9. Special Circumstances & Exceptions

Certain situations may warrant exceptions to standard policies:

MATERNITY/PATERNITY LEAVE:

- Governed by local regulations
- Contact HR for location-specific entitlements

EXTENDED MEDICAL LEAVE:

- Requires medical board certification
- Long-term disability insurance may apply

SABBATICAL PROGRAMS:

- Available to employees with 7+ years tenure
- Application process opens annually in January

10. Appendices & Quick Reference

Quick Reference Guide:

- Standard Annual Leave: 15 days
- Sick Leave: 10 days (MC required >2 days, or ALL days in Singapore)
- Loyalty Bonus: +2 days at 3 years, +5 days at 5 years
- London Bank Holidays: +8 days
- Attendance Violation Threshold: 5 missed check-outs/month
- Penalty: 2% salary deduction
- Leave Balance: Check 'Available_Balances' sheet in leave tracker

For questions or clarifications, contact your regional HR representative or email global.hr@helixcorp.com

END OF DOCUMENT

© 2026 Helix Global Corp. All Rights Reserved.