

Sales Department HR Policy

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- 1. Vacation Policy: Sales staff are entitled to 20 days of paid vacation per year.
- 2. Commission: Sales employees receive commission based on quarterly targets.
- 3. Travel: Sales staff may be required to travel up to 30% of the time; expenses are reimbursed.
- 4. Training: Sales team members receive quarterly training on products and sales techniques.
- 5. Remote Work: Sales staff may work remotely up to 1 day per week.