

Company HR Policy

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- 1. Vacation Policy: All employees are entitled to 20 days of paid vacation per year.
- 2. Sick Leave: Employees may take up to 10 days of paid sick leave annually.
- 3. Remote Work: Employees may work remotely up to 2 days per week with manager approval.
- 4. Benefits: Health insurance and retirement plans are provided to all full-time employees.
- 5. Code of Conduct: All employees must adhere to the company's code of conduct and ethics guidelines.