**ACME Inc. Company Policies, Employee Guidelines, and Procedures**

Website: [www.acme.dummy](http://www.acme.dummy)

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### 1. Purpose

The purpose of this document is to provide employees of ACME Inc. ([www.acme.dummy](http://www.acme.dummy)) with clear guidelines and policies that govern their professional conduct, rights, and responsibilities. It also outlines procedures to ensure smooth operations and answers common questions regarding company processes.

### 2. Company Policies

#### Leave Policy

**What is the company’s leave policy?**  
ACME Inc. provides 20 days of paid annual leave. Employees must submit leave requests through the company’s portal at [leave.acme.dummy](http://leave.acme.dummy) at least two weeks in advance, except in the case of emergencies.

#### Attendance Policy

**What is the attendance policy?**  
Regular attendance is mandatory. Employees must log in daily at [attendance.acme.dummy](http://attendance.acme.dummy). Absenteeism or lateness should be reported via the HR system.

#### Overtime Policy

**Does ACME Inc. offer overtime?**  
Overtime is compensated at 1.5 times the regular pay rate. Employees must receive manager approval in advance. For more details, visit [overtime.acme.dummy](http://overtime.acme.dummy).

#### Expense Reimbursement Policy

**Explain the procedure for expense reimbursement.**  
To submit an expense reimbursement request, employees must fill out the Expense Reimbursement Form available at [expenses.acme.dummy](http://expenses.acme.dummy), attach scanned receipts, and submit them to their manager for approval.

#### Code of Conduct

ACME Inc. expects all employees to act professionally and ethically in all situations. For the complete code of conduct, refer to [conduct.acme.dummy](http://conduct.acme.dummy).

#### Data Protection and Confidentiality Policy

Employees are responsible for maintaining the confidentiality of all sensitive company data. For more information, read the Data Protection Policy at [dataprotection.acme.dummy](http://dataprotection.acme.dummy).

#### Health and Safety Policy

Employees are required to follow all safety protocols outlined at [safety.acme.dummy](http://safety.acme.dummy). Report any unsafe conditions or incidents immediately.

### 3. Employee Guidelines

#### Work Hours

Employees are required to work 40 hours per week. Work hours are flexible but must fall between 8:00 AM and 6:00 PM. For work hour tracking, visit [hours.acme.dummy](http://hours.acme.dummy).

#### Dress Code

Business casual attire is expected in the office. For dress code details, please visit [dresscode.acme.dummy](http://dresscode.acme.dummy).

#### Remote Work Policy

ACME Inc. allows employees to work remotely up to two days a week, with prior approval from their manager. Submit a request at [remote.acme.dummy](http://remote.acme.dummy).

#### Internet and Email Usage

Employees must use company email responsibly. Personal use of the internet should be limited. For details, visit [internetuse.acme.dummy](http://internetuse.acme.dummy).

#### Social Media Policy

Employees should not disclose confidential company information on social media. View the complete policy at [socialmedia.acme.dummy](http://socialmedia.acme.dummy).

### 4. Procedures

#### Reporting Absences

To report an absence, notify your manager and submit the absence form at [absence.acme.dummy](http://absence.acme.dummy).

#### Submitting Expense Reimbursement

To submit an expense, fill out the form at [expenses.acme.dummy](http://expenses.acme.dummy) and include scanned copies of receipts.

#### Requesting Time Off

Submit time-off requests through the employee portal at [timeoff.acme.dummy](http://timeoff.acme.dummy) at least two weeks in advance.

#### Performance Review Process

Performance reviews take place annually. Employees should complete the self-assessment form at [review.acme.dummy](http://review.acme.dummy) before their review meeting.

#### Disciplinary Procedures

For information on the disciplinary process, visit [disciplinary.acme.dummy](http://disciplinary.acme.dummy).

### 5. FAQs

* **How can I request leave?**  
  Submit leave requests at [leave.acme.dummy](http://leave.acme.dummy).
* **Where do I submit my expense reimbursement?**  
  Use [expenses.acme.dummy](http://expenses.acme.dummy).
* **What is the remote work policy?**  
  Employees can work remotely two days a week, subject to approval. Submit your request at [remote.acme.dummy](http://remote.acme.dummy).

For any additional questions, please contact HR via hr@acme.dummy