

Company General Policies (Detailed)

1. **Standard Work Schedule (9 AM – 6 PM)**

Employees are expected to adhere to the standard office hours of **9:00 AM to 6:00 PM, Monday through Friday**, with a one-hour lunch break. Consistency in attendance is critical to ensure smooth operations and collaboration within teams. Any deviations (late arrivals, early departures) must be communicated to the reporting manager.

2. **Remote Work Policy (Manager Approval Required)**

Remote or hybrid work arrangements may be permitted, but only with prior approval from the reporting manager. Employees working remotely must ensure a professional work environment, maintain reliable connectivity, and remain reachable during office hours. Performance expectations remain unchanged, regardless of work location.

3. **Confidentiality of Company Data**

Employees are strictly prohibited from sharing company data, trade secrets, or intellectual property with external parties unless authorized. Breach of this policy can lead to severe disciplinary measures, including termination and legal action. Employees are expected to use only approved tools and platforms for communication and file sharing.

4. **Workplace Harassment and Misconduct**

The company maintains a **zero-tolerance policy** towards harassment, discrimination, or any form of misconduct. Incidents of harassment—whether verbal, physical, or digital—will result in disciplinary action, which may include suspension or termination. Employees are encouraged to report any such behavior to HR without fear of retaliation.

5. **Code of Conduct Compliance**

All employees must comply with the **Company's Code of Conduct**, which emphasizes professionalism, integrity, respect, and accountability. The code applies to all business interactions—internal and external. Failure to comply with the code may result in disciplinary action, depending on the severity of the violation.