Sample Knowledge Base - Company Policy Overview

Company Policy Overview

Welcome to the company knowledge base. This document outlines key policies and procedures for employees.

1. Working Hours

Our standard working hours are from 9:00 AM to 6:00 PM, Monday through Friday. Flexible scheduling is available upon manager approval.

2. Leave Policy

Employees are entitled to 12 days of paid leave annually, excluding national holidays. Sick leave requires a doctor's certificate for absences longer than 2 days.

3. Code of Conduct

All employees are expected to maintain professionalism, respect colleagues, and avoid conflicts of interest in all business dealings.

4. Remote Work

Remote work is permitted for up to 3 days per week with prior approval. Secure VPN and company-issued devices must be used when working remotely.

5. IT & Security

Do not share passwords. Use two-factor authentication for all internal systems. Report any suspicious activity to the IT department immediately.

Thank you for following these policies to maintain a safe and productive workplace.