

Company Policy Handbook - Overview

Rev 1.1 - Date - 11/01/22

1. **1. Introduction:**
 - Introduction
 - Company history
 - Company mission, vision, and values
2. **2. Document Usage:** Explanation on how the handbook should be used and referred to in different situations.
3. **3. Code of Conduct:**
 - Code of Conduct - General
 - Code of Conduct - Factory
 - Code of Conduct - Sales
4. **4. Attendance and Timing Policy:**
 - Factory Timings
 - Office Timings
 - Fields Timings
 - Hybrid Timings
5. **5. Leave Policy & Approval:** Comprehensive information about leave entitlement, process for obtaining prior approval, and any conditions.
6. **6. Remuneration & Increments:** Details about pay structure, payment schedule, overtime, bonuses and incentives, etc.
7. **7. Conditions of Employment and Termination Procedures** - Comprehensive guidelines for the probation period, performance expectations, code of conduct, and the process for employment termination, ensuring a fair and transparent relationship with employees
8. **8. HR Internal Processes:** Overview of various HR processes, policies, and guidelines.
9. **9. Attendance and Leaves:** Further details about attendance policy, leave types, accrual, application, and approval.
10. **10. Hiring Process:** Overview of the company's hiring process.
11. **11. New Employee Induction Process:** Explanation about the onboarding process for new hires.
12. **12. KPI Reporting & Incentives:** Details about how performance is measured, reported, and linked to incentives.
13. **13. Feedback and Suggestions Mechanism:** Information about how employees can give feedback or make suggestions.
14. **14. Increments:** Information about the process and timeline for salary increases.
15. **15. Software Usage and Handling:** Guidelines for using company-provided software, including proprietary software, third-party software, email, internet, etc., as well as

expectations for digital etiquette and data security.