

Company Policy Document

1. Introduction

This document outlines the internal policies of ABC Technologies Pvt. Ltd.

It is intended for employees, interns, and contractors.

2. Working Hours Policy

Employees are expected to work 9 hours per day, including breaks.

The official working hours are 9:30 AM to 6:30 PM, Monday to Friday.

Remote work is allowed with prior manager approval.

3. Leave Policy

Employees are entitled to:

20 paid leaves per year

10 sick leaves per year

12 public holidays

Unused paid leaves can be carried forward to the next year, up to a maximum of 10 days.

4. Salary & Payment

Salary is credited on the 5th of every month.

In case the 5th falls on a holiday, payment will be made on the previous working day.

5. Probation Period

All new employees are on a 6-month probation period.

Performance is reviewed at the end of probation.

6. Code of Conduct

Employees must:

Maintain professional behavior

Avoid harassment or discrimination

Protect company data and intellectual property

Violation of company policies may lead to disciplinary action.

7. IT & Security Policy

Employees must:

Use company email for official communication

Not share passwords

Report security incidents immediately

Personal devices must comply with company security guidelines.

8. Termination Policy

Either party may terminate employment by providing 30 days notice.

Serious misconduct may result in immediate termination.

9. Contact Information

For any questions, contact:

HR Department

 hr@abctechnologies.com

 +91-9876543210