

1. **What is the company's working hour policy?**
 - Employees must follow an 8-hour work schedule, with flexible timing options based on department needs.
 2. **How do I request time off or leave?**
 - Submit a leave request through the HR portal; approval is subject to manager discretion.
 3. **What are the rules for remote work?**
 - Remote work is allowed based on departmental policies and must be pre-approved by management.
 4. **How does the company handle workplace harassment complaints?**
 - Report complaints to HR via the grievance redressal system; strict confidentiality is maintained.
 5. **What is the dress code policy?**
 - Business casual is required; exceptions are allowed on designated casual dress days.
 6. **How do I apply for an internal job posting?**
 - Check the internal job portal and submit an application as per company guidelines.
 7. **What is the probation period for new employees?**
 - Most employees undergo a 3 to 6-month probation period, depending on the role.
 8. **How often is performance evaluated?**
 - Performance is reviewed annually, with mid-year assessments for continuous feedback.
 9. **How do I file a workplace complaint?**
 - Submit a formal complaint via the HR portal or report directly to the HR department.
 10. **Can I refer someone for a job at the company?**
 - Yes, the company has an employee referral program with incentives for successful hires.
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Compensation & Benefits

11. **When do employees receive their salary?**
 - Salaries are credited on the last working day of every month.
12. **What benefits does the company provide?**
 - Benefits include health insurance, paid leave, retirement plans, and wellness programs.

13. How do I access my payslip?

- Payslips are available through the HR portal under the payroll section.

14. What is the company's overtime policy?

- Overtime is compensated as per labor laws, subject to prior approval from managers.

15. Does the company offer bonuses or incentives?

- Yes, performance-based bonuses and incentives are awarded annually.

16. How do I claim reimbursement for work-related expenses?

- Submit a claim through the HR portal with the necessary receipts and approvals.

17. What is the retirement age in the company?

- The standard retirement age is 60, with early retirement options available.

18. Can I take unpaid leave?

- Unpaid leave is allowed in special cases, subject to HR and manager approval.

19. How do I apply for maternity or paternity leave?

- Submit an application at least 30 days in advance with supporting documents.

20. Does the company provide financial assistance for employees in emergencies?

- Yes, emergency financial aid is available on a case-by-case basis.

Training & Career Development

21. What training programs does the company offer?

- The company provides leadership, technical, and soft skills training programs.

22. How do I enroll in a training course?

- Training courses are available in the HR portal; employees can self-enroll or be nominated.

23. Does the company sponsor higher education?

- Yes, employees can apply for tuition reimbursement for approved programs.

24. How do promotions work within the company?

- Promotions are based on performance, experience, and company needs, reviewed annually.

25. Is mentorship available within the company?

- Yes, employees can apply for mentorship programs to develop career growth.
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Company Policies & Compliance

26. What are the consequences of policy violations?

- Policy violations may result in disciplinary action, including warnings, suspension, or termination.

27. How does the company handle workplace conflicts?

- HR facilitates mediation sessions to resolve conflicts professionally.

28. Can I request flexible working hours?

- Yes, flexible work schedules can be arranged based on department and manager approval.

29. Are employees allowed to take sabbaticals?

- Sabbatical leave is available for long-term employees under special circumstances.

30. How can I contact HR for additional questions?

- HR can be contacted via email, the HR portal, or in person during office hours.