

## HR POLICY DOCUMENT

### 1. Working Hours

Employees are expected to work from 9:30 AM to 6:30 PM, Monday to Friday.

### 2. Leave Policy

Each full-time employee is entitled to 24 paid leaves per year.

Unused leaves cannot be carried forward to the next year.

### 3. Notice Period

Employees must serve a notice period of 60 days before resignation.

During the probation period, the notice period is 30 days.

### 4. Remote Work Policy

Employees may work remotely up to 2 days per week with manager approval.

### 5. Code of Conduct

All employees are expected to maintain professional behavior in the workplace.