Sample Company Policy Document

This is a sample company policy document that you can use for testing your Knowledge Base Agent. You can upload this PDF into your /data folder and ask questions about it in your application.

Sections Included:
1. Code of Conduct
2. Leave Policy
3. Remote Work Guidelines
4. IT & Security Rules

Code of Conduct:
All employees must adhere to respectful and professional communication. Harassment, discrimination, and unethical practices are strictly prohibited.

Leave Policy:
Employees are entitled to 20 days of paid leave annually. Medical leave requires documentation. Uninformed absence may lead to disciplinary action.

Remote Work Guidelines:
Employees working remotely must ensure secure internet usage, timely attendance in meetings, and availability during core working hours.

IT & Security Rules:
Company devices must not be used for unauthorized applications. Passwords should be updated every 60 days. Report any suspicious activity immediately.