

# HR Policies for CodeRead


Empowering People, Driving Education

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Information available in audio.


# Introduction & Objective

- Purpose of HR policies in an EdTech environment.
  - How policies align with company mission & culture.
  - Importance of compliance and fairness.
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# Company Vision, Mission & Values

- To empower every learner with future-ready coding skills, enabling them to innovate, solve real-world problems, and shape a technology-driven future.
  - To make coding education accessible, practical, and engaging for learners of all ages.
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# Working Hours & Attendance

- Office / remote / hybrid work model.
  - Shift timings 10AM to 7PM.
  - Attendance tracking system.
  - Overtime & comp-off rules.
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# Leave Policy

- In the event of a one-month sick leave, employees are required to utilize their available paid leave balance.
- Salary will be processed proportionately, based on the total number of leave days taken during the period.

# Compensation & Benefits

- Salary will be disbursed on the 2nd day of every month.
  - Incentives & bonuses (sales, academic targets).
  - Incentives will be provided for each conversion.
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# Employee Exit Policy

- Resignation notice period.
  - Exit interview.
  - Clearance & final settlement.
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THANK YOU  
FOR  
LISTENING

