

## **Company Leave Policy**

### **1. Sick Leave**

Employees are entitled to 12 days of sick leave per year. Sick leave requires a medical certificate if taken for more than 2 days continuously.

### **2. Casual Leave**

Casual leave of 8 days per year is granted for personal reasons. Employees must apply 2 days in advance.

### **3. Maternity Leave**

Female employees are eligible for 26 weeks of maternity leave. This is applicable only once every 3 years.

## **Code of Conduct**

All employees must wear formal or business casual attire. ID cards must be worn visibly. Punctuality is expected from all staff.