

1. Introduction

This Employee Handbook outlines the company's expectations, policies, and guidelines to ensure a safe, respectful, and productive workplace. All employees are expected to read and comply with the policies described in this handbook.

2. Working Hours

The standard working hours are from **9:30 AM to 6:30 PM**, Monday to Friday. Employees are expected to adhere to their assigned schedules unless otherwise approved by their reporting manager.

3. Attendance and Punctuality

Employees are expected to maintain regular attendance and punctuality. Any late arrival or absence must be communicated to the reporting manager in advance. Repeated instances of unapproved absence or lateness may lead to disciplinary action.

4. Employee Code of Conduct

All employees are expected to act professionally, ethically, and responsibly at all times. Employees should exercise good judgment and seek guidance from their manager or HR if they are unsure about appropriate conduct. Repeated or serious violations of company policies may result in disciplinary action, including termination.

5. Harassment and Workplace Violence

Workplace Harassment

Harassment includes any unwelcome behavior that creates an intimidating, hostile, or offensive work environment. This may include, but is not limited to:

- Sabotaging someone's work intentionally
- Engaging in frequent or unwanted advances
- Making derogatory comments about ethnicity, religion, or personal beliefs
- Spreading rumors about a person's personal life
- Ridiculing or humiliating someone in front of others

Sexual harassment is illegal and will be investigated thoroughly. Employees found guilty of sexual harassment will be subject to termination.

If you experience harassment, you may:

- Speak directly to the offender (only in minor cases)
- Report the issue to your manager
- Contact HR directly (recommended in serious cases)

All reports will be handled confidentially.

Workplace Violence

Workplace violence includes physical or sexual assault, threats, destruction of property, and verbal or psychological abuse.

Employees are required to:

- Report suspected or known violent behavior to HR
- Contact building security in cases of severe physical violence

Employees who engage in violent behavior may face termination and possible legal action.

Supporting Victims

The company may support victims of workplace violence by:

- Covering relevant medical expenses
 - Providing mental health support
 - Offering legal assistance when required
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6. Workplace Safety and Health

The company is committed to providing a safe and hazard-free work environment.

Preventative measures include:

- Regular safety training
- Risk assessments and hazard analysis
- Providing protective equipment when required
- Routine inspection of equipment and facilities

Employees are expected to follow all safety guidelines. Deliberate disregard for safety procedures may result in disciplinary action.

Emergency Management

Emergency procedures are in place to handle situations such as fire, floods, or other emergencies. These include:

- Clearly marked evacuation routes
- Functional fire safety equipment
- Posted emergency plans

Employees must familiarize themselves with emergency procedures.

7. Smoking, Drug-Free Workplace, and Alcohol

Smoking

The workplace is smoke-free except in designated smoking areas. Smoking in restricted areas may result in disciplinary action.

Drug-Free Workplace

Employees must not possess, use, distribute, or sell illegal drugs on company premises. Violations may result in termination.

Alcohol

Alcohol consumption during working hours is prohibited. Moderate alcohol consumption may be permitted at company-sponsored events.

8. Dress Code

The company follows a **Business / Business Casual / Smart Casual** dress code depending on job role. Employees are expected to dress professionally, maintain cleanliness, and avoid inappropriate attire. Religious, cultural, or disability-related attire is respected.

9. Cyber Security and Digital Devices

Internet Usage

Company internet access is primarily for business purposes. Limited personal use is allowed provided it does not interfere with work responsibilities.

Employees must not:

- Access illegal or offensive content
- Share confidential information
- Download pirated material
- Engage in unauthorized or illegal online activities

Cell Phone Usage

Employees may use personal cell phones responsibly. Personal calls should be brief and not disruptive. Use of phones while driving company vehicles is prohibited.

Corporate Email

Company email should be used primarily for work purposes. Limited personal use is permitted provided it does not compromise security or professionalism.

Employees must avoid:

- Sending offensive or discriminatory content
 - Spamming
 - Sharing confidential information
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Social Media

Employees may use personal social media responsibly. When representing the company online, employees must:

- Act professionally
 - Protect confidential information
 - Coordinate with the appropriate department for official communications
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10. Conflict of Interest

Employees must avoid situations where personal interests conflict with company responsibilities. Any potential conflict of interest should be disclosed to HR or management immediately.

11. Employee Relationships

Professional behavior is expected in all workplace relationships. Managers are prohibited from engaging in romantic relationships with direct reports. Favoritism, harassment, or misuse of authority will not be tolerated.

12. Employment of Relatives

Employees may refer relatives for employment, provided:

- There is no reporting or supervisory relationship
 - The employee is not involved in hiring decisions for the relative
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13. Workplace Visitors

Visitors must be approved in advance and sign in at reception. Employees are responsible for ensuring visitors comply with safety and security rules.

14. Disciplinary Procedure

Policy violations may result in disciplinary action, including:

- Verbal warning
- Written warning
- Suspension
- Termination

Disciplinary decisions will be made based on the severity and frequency of violations.

15. Grievance Redressal

Employees may raise workplace concerns or grievances by contacting HR. All grievances will be handled confidentially and fairly.

16. Policy Amendments

The company reserves the right to modify or update policies in this handbook at any time.