

Nestle Dummy HR Policy

1. Working Hours

- Employees are expected to work 9:00 AM to 5:30 PM, Monday to Friday. Flexible timings may be allowed with manager approval.

2. Leave Policy

- Annual leave: 20 days per year
- Sick leave: 10 days per year
- Maternity leave: 26 weeks
- Paternity leave: 15 days

3. Code of Conduct

- Treat all colleagues with respect and professionalism.
- Confidential company information must not be shared externally.
- Harassment or discrimination of any kind is strictly prohibited.

4. Remote Work

- Employees may work remotely up to 2 days per week, subject to manager approval and project requirements.

5. Performance Reviews

- Annual performance appraisals will be conducted in December.
- Goals and targets will be discussed at the start of each year.

6. Training & Development

- Employees are encouraged to participate in internal and external training programs to enhance skills.

7. Employee Benefits

- Health insurance coverage for employees and dependents
- Provident fund contributions as per statutory requirements
- Employee wellness programs and gym memberships