

Company Name: NovaTech Systems Pvt. Ltd.

Document Title: Employee HR Policy Handbook

Version: 2.3

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SECTION 1: LEAVE POLICY

1.1 Annual Leave

Employees are entitled to 20 working days of paid annual leave per calendar year.

Leave accrues monthly and unused leave can be carried forward for up to 1 year.

1.2 Sick Leave

Employees are entitled to 10 days of paid sick leave per year. A medical certificate is required for sick leave exceeding 2 consecutive days.

1.3 Maternity & Paternity Leave

Female employees are entitled to 26 weeks of paid maternity leave. Male employees are entitled to 15 days of paid paternity leave, including during probation.

SECTION 2: HYBRID & REMOTE WORK

2.1 Work from Home (WFH)

Employees may work remotely up to 3 days a week upon manager approval. Remote work must comply with the company's security protocols.

2.2 Office Attendance

All employees must attend in-person meetings when requested and must be present on-premise at least 2 days per week.

## SECTION 3: CODE OF CONDUCT

### 3.1 Professional Behavior

Employees are expected to act professionally and respectfully toward colleagues, clients, and partners at all times.

### 3.2 Discrimination & Harassment

NovaTech has zero tolerance for any form of workplace harassment or discrimination. Employees can report incidents anonymously.

## SECTION 4: PERFORMANCE & EVALUATION

### 4.1 Appraisal Cycle

Performance reviews are conducted twice a year. Promotions are based on performance, conduct, and business need.

### 4.2 Disciplinary Action

Violations of policy may result in verbal warnings, written warnings, suspension, or termination, depending on severity.

## SECTION 5: EXIT POLICY

### 5.1 Notice Period

Employees must serve a notice period of 30 days unless otherwise specified in their contract.

### 5.2 Final Settlement

All dues, including unused leave, will be settled within 45 days of the employee's exit.

Document Owner: HR Department

Approval: Legal Counsel, Senior Leadership Team

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