

# Company Policy Manual

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## Table of Contents

1. Purpose and Applicability
2. Code of Conduct
3. Equal Employment Opportunity (EEO)
4. Working Hours, Attendance & Leave Policy
5. Remote Work and Hybrid Model Policy
6. Data Security and Confidentiality Policy
7. Internet, Email, and Device Usage Policy
8. Employee Benefits & Reimbursement Policy
9. Anti-Harassment and Whistleblower Policy
10. Disciplinary Actions and Grievance Procedure
11. Health, Safety & Environment (HSE)
12. Policy Acknowledgement

## 1. Purpose and Applicability

This Company Policy Manual defines the rules, standards, and ethical principles guiding all employees of [Company Name]. It ensures consistency, fairness, and compliance with legal and organizational requirements. These policies apply to all full-time, part-time, contractual, and remote employees.

## 2. Code of Conduct

### Objective

To promote ethical, respectful, and professional behavior at all times.

## **Policy**

- Employees must act with integrity and professionalism.
- Conflicts of interest must be disclosed to management.
- Bribery, corruption, or fraudulent activities are strictly prohibited.
- Employees must protect company assets and information.
- Any violation of the Code may result in disciplinary action.

## **3. Equal Employment Opportunity (EEO)**

### **Objective**

To provide a workplace free of discrimination.

### **Policy**

- Employment decisions are based on merit, qualifications, and performance.
- The company prohibits discrimination on the basis of race, gender, religion, age, disability, or any other protected characteristic.
- Diversity and inclusion are core values of the organization.

## **4. Working Hours, Attendance & Leave Policy**

### **Working Hours**

- Standard working hours: 9:00 AM – 6:00 PM (Monday to Friday).
- Flexible scheduling may be approved by the reporting manager.

### **Attendance**

- Employees must record attendance through the company's HR portal.
- Repeated tardiness or unapproved absence may lead to disciplinary action.

### **Leave Policy**

- **Casual Leave:** 12 days per year.
- **Sick Leave:** 10 days per year.
- **Earned Leave:** 15 days per year.

- **Public Holidays:** As per the official holiday calendar.
- Leave requests should be approved in advance except in emergencies.

## 5. Remote Work and Hybrid Model Policy

### Objective

To support flexible work arrangements while maintaining productivity and collaboration.

### Policy

- Employees may work remotely up to 2–3 days per week (based on role and approval).
- Employees must be available during core business hours.
- Confidential company data must not be stored on personal devices without encryption.
- The company may revoke remote privileges for performance or compliance reasons.

## 6. Data Security and Confidentiality Policy

### Objective

To safeguard sensitive company and client information.

### Policy

- Employees must follow company IT security protocols.
- Passwords must be strong, confidential, and changed periodically.
- Confidential data must not be shared externally without authorization.
- Report any data breach immediately to the IT Security Officer.

## 7. Internet, Email, and Device Usage Policy

### Policy

- Company systems must be used primarily for business purposes.
- Unauthorized software installation is prohibited.
- Company email should not be used for personal correspondence or outside business.
- Misuse of IT resources may result in disciplinary action.

## 8. Employee Benefits & Reimbursement Policy

### Objective

To support employees' well-being and ensure transparent expense management.

### Policy

- Eligible employees are entitled to health insurance, gratuity, and retirement benefits as per company policy.
- Business travel and expense reimbursements must be pre-approved and supported with valid receipts.
- Claims must be submitted within 30 days of expenditure.

## 9. Anti-Harassment and Whistleblower Policy

### Objective

To ensure a safe, respectful, and transparent workplace.

### Policy

- Harassment of any kind (verbal, physical, or visual) is strictly prohibited.
- Complaints can be made confidentially to the HR department.
- The company prohibits retaliation against whistleblowers who report misconduct in good faith.
- Investigations will be conducted promptly and fairly.

## **10. Disciplinary Actions and Grievance Procedure**

### **Policy**

- Violations of company policy may result in disciplinary actions such as warnings, suspension, or termination.
- Employees have the right to file grievances with HR for review.
- All grievances will be resolved impartially within a reasonable timeframe.

## **11. Health, Safety & Environment (HSE)**

### **Objective**

To promote employee well-being and environmental responsibility.

### **Policy**

- Employees must follow all safety guidelines within office premises.
- Report accidents or unsafe conditions immediately to the Admin/HR team.
- The company promotes energy efficiency, recycling, and responsible resource use.