

Company Policy Document

1. Employee Code of Conduct

All employees are expected to adhere to the highest standards of professionalism and ethical behavior.

This includes maintaining confidentiality, avoiding conflicts of interest, and treating colleagues with respect.

2. Work Hours & Leave Policy

Employees are required to work from 9 AM to 5 PM, Monday to Friday.

Paid leave includes 20 annual leave days, 10 sick days, and public holidays as per company policy.

3. IT & Security Policy

Employees must not share their login credentials and should use company-approved devices for work-related activities.

Any security breach must be reported immediately.

4. Remote Work Guidelines

Employees working remotely must maintain regular check-ins with their managers.

Access to company systems should be done through a secure VPN.

5. Travel & Expense Reimbursement

All business travel must be pre-approved. Employees can claim reimbursements for transport, lodging, and meals within company limits.

Receipts are required for all expenses.

6. Termination Policy

Employment may be terminated with a notice period of 30 days. Immediate termination may apply in cases of misconduct, fraud, or legal violations.

For further details, contact the HR department at hr@company.com.