

# **Company Policy Document**

## **Leave Policy**

Employees are entitled to 20 paid leaves per year. Unused leaves can be carried forward up to a maximum of 10 days. Sick leave and casual leave are tracked separately.

## **Work From Home Policy**

Employees may work from home up to 3 days per week with manager approval. All remote work must comply with company security guidelines.

## **Code of Conduct**

Employees must maintain professional behavior, protect company data, and comply with all internal regulations.