

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.