

TECHNOVA INC — HR POLICY

1. Vacation & Leave

- Annual paid vacation: 15 days per year
- Vacation requests must be submitted at least 2 weeks in advance
- Sick leave: 10 days per year
- Public holidays: As per company calendar (approximately 10 per year)
- Emergency leave: Up to 3 days per year with HR approval
- Maternity leave: 26 weeks (as per statutory norms)
- Paternity leave: 10 days within 6 months of child's birth

2. Work Schedule

- Standard office hours: 9:00 AM – 6:00 PM, Monday to Friday
- Core working hours: 10:00 AM – 4:00 PM (employees must be available during these hours)
- Remote work: Up to 2 days per week, subject to manager approval
- Flexible work policy: Employees can adjust start/end times within limits
- Overtime: Must be pre-approved by the reporting manager

3. Professional Development

- Annual learning & development budget: \$1,000 per employee
- Online courses and certifications: Reimbursable upon completion and approval
- Conference attendance: With manager and HR approval
- Internal workshops: Conducted quarterly for upskilling
- Mentorship program: Available to all new employees during their first year

4. Compensation & Benefits

- Salary disbursement: On or before the 5th of every month
- Annual performance-based bonus: Up to 10% of base salary
- Health insurance coverage: Provided to all full-time employees
- Retirement benefits: Employer contribution to provident fund (as per norms)
- Employee discounts: Available for TechNova products and partner services

5. Code of Conduct

- Maintain professional behavior and confidentiality at all times
- Respect diversity, equality, and inclusivity in the workplace
- Avoid conflict of interest or misuse of company property
- Zero tolerance policy for harassment, discrimination, or unethical conduct
- Dress code: Smart casuals (business attire for client meetings)

6. Performance Management

- Performance reviews: Conducted twice a year (mid-year & annual)
- Goal setting: Done collaboratively between employee and manager
- Feedback sessions: Ongoing throughout the year

- Promotions: Based on performance, skill growth, and organizational needs

7. Communication & Collaboration

- Official communication channels: Slack, Microsoft Teams, and email
- Weekly team meetings: Every Monday at 10 AM
- Monthly all-hands meeting: Last Friday of every month
- Encourage open feedback and transparent communication

8. Exit & Offboarding

- Notice period: 30 days for all full-time employees
- Exit interview: Conducted by HR to gather feedback
- Final settlement: Processed within 15 days of last working day
- Return of company assets: Mandatory before clearance