

Code of Conduct

Work Hours

- Monday-Friday: 9:30 AM - 6:30 PM
- 1 hour lunch break (2:00-3:00 PM)
- Flexible hours available with manager approval

Dress Code

- Business casual Monday-Thursday
- Formal attire on client meeting days (Friday)
- No slippers, shorts, or sleeveless clothing

IT Policy

- Company laptop for work only
- No personal software installation
- Password change every 90 days
- Report lost/stolen devices immediately

HR & Admin, Effective 2025