**Working Hours and Attendance**

* **Working Hours**: Employees are expected to work from 9:00 AM to 6:00 PM, Monday to Friday.
* **Attendance**: Employees must clock in and out using the company’s attendance system. Regular attendance is crucial for maintaining productivity and team collaboration.

**Time Off and Leave**

* **Vacation Leave**: Employees are entitled to 20 days of paid vacation leave per year. Leave requests should be submitted at least two weeks in advance.
* **Sick Leave**: Employees can take up to 10 days of paid sick leave per year. A medical certificate is required for absences longer than three days.
* **Other Leave**: Includes maternity/paternity leave, bereavement leave, and unpaid leave, subject to approval by the HR department.

**Dress Code**

* **Business Casual**: Employees are expected to dress in business casual attire. Jeans are allowed on Fridays.
* **Professional Attire**: Required for client meetings and formal events.

**IT and Equipment**

* **IT Setup**: New employees will receive their computer and necessary equipment on their first day. IT support is available for setup and troubleshooting.
* **Data Security**: Employees must follow data security protocols, including using strong passwords and enabling multi-factor authentication

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**Benefits and Compensation**

* **Health Insurance**: Comprehensive health insurance plans are available to all full-time employees.
* **Retirement Plans**: Employees can enroll in the company’s retirement savings plan, with company matching contributions.
* **Paychecks**: Salaries are paid on the last working day of each month via direct deposit.

**Code of Conduct**

* **Professional Behavior**: Employees are expected to maintain a professional demeanor at all times, respecting colleagues and clients.
* **Anti-Harassment Policy**: Contoso Ltd. has a zero-tolerance policy for harassment and discrimination. Any incidents should be reported to HR immediately.

**Training and Development**

* **Onboarding Training**: New employees will undergo a comprehensive onboarding program to familiarize them with company policies, procedures, and culture.
* **Continuous Learning**: Employees are encouraged to participate in ongoing training and development programs to enhance their skills and career growth.

**Workplace Safety**

* **Emergency Procedures**: Employees must familiarize themselves with the company’s emergency procedures, including evacuation routes and assembly points.
* **Health and Safety**: The company is committed to providing a safe working environment. Employees should report any safety hazards to the facilities manager.

These policies and procedures help ensure a smooth and efficient working environment at Contoso Ltd.