

# Company HR Guide

Welcome to the Company HR Guide.

## 1. Company Overview:

Our company is committed to creating a supportive and inclusive workplace for all employees.

We focus on innovation, teamwork, and continuous improvement.

## 2. Code of Conduct:

All employees are expected to maintain professional behavior and uphold the company's values.

## 3. Attendance Policy:

Regular attendance is crucial. If you are unable to attend work, inform your supervisor in advance.

## 4. Leave Policy:

Employees are entitled to various types of leave, including casual, sick, and annual leave.

## 5. Workplace Safety:

We are committed to maintaining a safe and healthy working environment. Please report any hazards.

## 6. Performance Evaluation:

Performance reviews are conducted twice a year to provide feedback and set goals.

## 7. Employee Benefits:

We offer health insurance, paid time off, training opportunities, and wellness programs.

#### 8. Contact HR:

For any concerns or questions, contact the HR department at [hr@company.com](mailto:hr@company.com).

Thank you for being a part of our team!