

## HR POLICY DOCUMENT

### 1. Leave Policy

Employees are entitled to 20 days of paid leave per year.

Probation employees are entitled to 10 days of leave.

Casual leave cannot be carried forward to the next year.

### 2. Work From Home Policy

Employees can work from home up to 2 days per week with manager approval.

### 3. Refund and Reimbursement Policy

All travel reimbursements must be submitted within 15 days of travel with valid bills.

### 4. Working Hours

Standard working hours are from 9:30 AM to 6:30 PM, Monday to Friday.

### 5. Code of Conduct

Employees must maintain professional behavior and follow company ethics at all times.