

## **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.