

Title: Employee Handbook - CompanyX

Welcome to CompanyX! We're excited to have you.

### 1. Working Hours

Employees are expected to work from 9:00 AM to 6:00 PM, Monday through Friday.

### 2. Leave Policy

Employees are entitled to 15 days of paid leave annually.

### 3. Dress Code

We maintain a business casual dress code throughout the week.

### 4. Remote Work

Employees can work remotely up to 2 days per week upon manager approval.