Title: Onboarding & Compliance Guidelines

1. **Documentation Requirements**
   - Government ID proof
   - Address proof
   - Bank account details
   - Signed employment contract
2. **Training Period**
   - Mandatory 2-week induction training.
   - Compliance training on company policies.
3. **Approval Process**
   - Leave requests must be submitted via HR portal.
   - Manager approval required before leave is granted.
   - HR final confirmation required for unpaid leave.