



Document 1 — Employment Policy

Title: Employment Terms & Conditions

1. Notice Period

- Full-time employees are required to serve a notice period of **60 days**.
- Employees under probation are required to serve **15 days** notice.

2. Probation Period

- The probation period lasts **6 months** from the date of joining.
- During probation, performance is evaluated monthly.

3. Final Settlement

- Final settlement includes unpaid salary, unused paid leave, and deductions if applicable.
- Settlement is processed within **30 days of last working day**.