

Company Policies and Employee Handbook

1. Introduction

This document outlines the company policies applicable to all full-time and part-time employees. Employees are expected to read and understand these policies to ensure compliance and smooth operations.

2. Working Hours

Standard working hours are 9:00 AM to 6:00 PM, Monday to Friday. Employees are expected to log at least 8 working hours per day, excluding lunch breaks. Flexible working hours may be allowed with prior manager approval.

3. Leave Policy

Employees are entitled to 20 paid leaves per calendar year. Casual leave cannot exceed 2 consecutive days without manager approval. Unused paid leave cannot be carried forward to the next year.

4. Remote Work Policy

Employees may work remotely up to 2 days per week. Remote work requests must be approved in advance. The employee is responsible for maintaining data security while working remotely.

5. Code of Conduct

Employees must act professionally and ethically at all times. Harassment or discrimination of any kind will result in disciplinary action. Confidential company information must not be disclosed to third parties.

6. Termination Policy

Either party may terminate employment with 30 days written notice. Immediate termination may occur in cases of severe misconduct.