

Company Policy Handbook

1. Introduction

Welcome to VRV INC This handbook outlines the rules and guidelines every employee must follow to ensure a productive, safe, and respectful workplace.

2. Code of Conduct

Employees are expected to act professionally, ethically, and respectfully at all times. Discrimination, harassment, or unethical behavior will not be tolerated.

3. Attendance & Leave

Employees are expected to adhere to their scheduled working hours. Any leave must be approved in advance through the company portal or direct manager.

4. Work from Home

Work from home is allowed on a case-by-case basis. Employees must remain available during working hours and ensure secure internet access.

5. Internet and Email Usage

Company systems must be used primarily for work purposes. Unethical or illegal use is strictly prohibited.

6. Confidentiality

Employees must not share confidential company data with unauthorized persons, inside or outside the company.

7. Disciplinary Actions

Violations of these policies may lead to disciplinary actions, including warnings, suspension, or termination, depending on the severity.

8. Acknowledgement

All employees are required to sign an acknowledgment stating that they have read, understood, and agreed to abide by these policies.