

# 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.