HR Policy Handbook

# 1. Employee Code of Conduct

All employees are expected to maintain a high level of professionalism and integrity. Employees must treat their colleagues, supervisors, and clients with respect and fairness. Violations of this code may result in disciplinary actions.

# 2. Leave Policy

Employees are entitled to 14 days of paid vacation annually. Sick leave is also available based on medical certifications. Other types of leave include maternity/paternity leave and emergency leave.

# 3. Salary and Benefits

Salaries are paid on a monthly basis. In addition to the salary, employees are eligible for health insurance, retirement savings plans, and other benefits as outlined in the employee handbook.