# Company Policies & Procedures

## 1. Introduction

This document outlines the standard company policies and procedures that all employees must follow.
It serves as a reference to promote consistency and ensure compliance with legal and organizational standards.

## 2. Workplace Conduct

Employees are expected to:

* - Arrive on time and be prepared for work.
* - Treat colleagues with respect and professionalism.
* - Comply with health and safety regulations.

## 3. Leave and Attendance

All employees must submit leave requests through the internal HR portal.
Unauthorized absences may lead to disciplinary action.

## 4. IT and Email Usage

Company email accounts must be used for professional purposes only.
Do not share passwords or sensitive company information without permission.

## 5. Contact Information

|  |  |  |
| --- | --- | --- |
| Department | Contact Person | Email |
| HR | Mona Kamal | mona.k@company.com |
| IT Support | Omar Said | it.support@company.com |
| Admin | Salma Ezz | admin@company.com |