# 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

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| --- | --- | --- |
| 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 |