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

- 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