

Company Policies

Code of Conduct

All employees are expected to uphold a high standard of professionalism and integrity. Employees should treat colleagues, clients, and customers with respect and courtesy at all times. Harassment, discrimination, and unethical behavior will not be tolerated and may result in disciplinary action.

Attendance Policy

Regular attendance is critical to the success of our company. Employees are expected to be punctual and adhere to their scheduled working hours. In case of an absence, employees must inform their supervisor at least 24 hours in advance or as soon as possible in case of emergencies. Excessive absenteeism may result in disciplinary action.

Internet Usage Policy

Internet access is provided to employees for business purposes. Personal use of the internet should be kept to a minimum and should not interfere with work responsibilities. Accessing inappropriate or illegal websites is strictly prohibited. Violations of the internet usage policy may result in disciplinary action.