



Employee Rules & Regulations Manual

Effective from 12 November 2025

1. INTRODUCTION

Welcome to CODE CRACKERS LTD.

This document defines the standards, policies, and regulations all employees must follow while representing the company. Every individual, whether working remotely or in the office, is responsible for maintaining the company's professional reputation, productivity, and integrity.

Failure to comply with these regulations may lead to disciplinary action, up to and including termination.

2. WORKING ENVIRONMENT

2.1 Hybrid Work Model

CODE CRACKERS LTD operates in a hybrid system — employees may work from the office or remotely as approved by management.

All employees are expected to maintain productivity, communication, and availability during their assigned hours, regardless of work location.

2.2 Work Setup Requirements

Remote workers must ensure a professional and distraction-free environment.

Employees must be available and responsive for all scheduled meetings.

Stable internet and communication tools (Teams, Zoom, WhatsApp, etc.) are mandatory for smooth collaboration.

3. WORKING HOURS

3.1 Timings

The company operates between 10:00 AM and 11:00 PM (Pakistan Time).

Each employee must complete 8 working hours within this window, as per schedule agreed with the reporting manager.

3.2 Attendance & Punctuality

Employees must log in and out daily using the approved attendance system.

Consistent late starts or early logouts without prior notice may result in salary deductions or warnings.

Remote staff must remain active and responsive during their scheduled hours.

4. ATTENDANCE AND LEAVE POLICY

4.1 Annual & Sick Leave

Employees are entitled to 12 annual leaves and 8 sick leaves per calendar year.

Unused annual leaves cannot be carried forward unless specifically approved by management.

4.2 Leave Application Process

Annual leaves must be requested at least 3 days in advance.

Sick leaves must be reported immediately to the manager.

Medical certificates may be required for absences exceeding two consecutive days.

4.3 Absenteeism

Absence without approval or communication for more than two consecutive working days will be considered misconduct.

Repeated absenteeism can lead to disciplinary action.

5. REPORTING STRUCTURE AND COMMUNICATION

5.1 Reporting Lines

Employees will report directly to the COO or the Project Manager, depending on department assignment.

Any concerns, conflicts, or issues must be communicated through proper reporting channels.

5.2 Internal Communication

Use company-approved platforms for communication (e.g., WhatsApp, Email).

Maintain a professional tone in all written and verbal communication.

Respond to messages and calls from management promptly during work hours.

5.3 Meetings

Attendance in scheduled meetings is mandatory.

Employees must be prepared, on time, and professional.

6. CONFIDENTIALITY AND DATA PROTECTION

6.1 Confidential Information

Employees must protect all company and client data, including but not limited to:

- Client information, projects, and credentials
- Company pricing, proposals, and business plans
- Internal operations, documents, and strategy

6.2 Prohibited Actions

Sharing internal data, login credentials, or files with unauthorized individuals.

Uploading confidential materials to public platforms.

Discussing company business or client projects outside the workplace.

6.3 Consequences

Any breach of confidentiality may result in immediate termination and legal action under applicable laws of Pakistan.

7. USE OF COMPANY ASSETS

7.1 Office Equipment

Employees using company laptops or devices are responsible for their safekeeping and maintenance.

Company assets must not be used for personal work, freelancing, or outside projects.

7.2 Personal Devices

Employees using personal devices for official work must ensure data security and maintain confidentiality.

Upon resignation or termination, all company-related files must be deleted from personal devices.

8. WORK STANDARDS AND PERFORMANCE EXPECTATIONS

8.1 Professional Conduct

Employees must maintain a respectful and professional attitude at all times.

Negativity, gossip, or disrespect toward colleagues, management, or clients will not be tolerated.

8.2 Task Management

Assigned tasks must be completed within the given deadlines.

Regular reporting of progress is mandatory.

Repeated failure to meet deadlines or poor-quality work will trigger performance review.

8.3 Availability & Responsiveness

Employees must remain reachable during their working hours.

Unresponsiveness during assigned time without notice may lead to warnings or deductions.

9. PERFORMANCE REVIEW AND GROWTH

Employee performance will be reviewed quarterly based on punctuality, task delivery, communication, and teamwork.

Constructive feedback sessions will be held to identify strengths and areas of improvement.

Employees showing consistent performance or creativity will be recognized through bonuses, certificates, or promotions.

10. BEHAVIORAL CODE AND ETHICS

10.1 General Conduct

Maintain honesty, integrity, and professionalism in all company dealings.

Respect diversity and treat all team members equally.

10.2 Harassment & Discrimination

Any form of harassment, bullying, or discrimination based on gender, religion, ethnicity, or personal differences is strictly prohibited.

Complaints will be handled confidentially and investigated promptly.

10.3 External Communication

Employees must not speak to media, clients, or external parties about company matters without approval.

Public posts or comments that could harm company reputation are forbidden.

11. DISCIPLINARY POLICY

CODE CRACKERS LTD maintains a three-step disciplinary framework for minor violations and immediate action for serious offenses.

11.1 Step Process

Verbal Warning – For first-time minor violations.

Written Warning / Salary Deduction – For repeated issues or unprofessional conduct.

Termination – For ongoing or serious violations.

11.2 Immediate Termination Grounds

Breach of confidentiality or data theft

Harassment or discrimination

Fraud, falsification, or client misrepresentation

Absence without communication exceeding 3 days

Serious insubordination

12. FREELANCING AND CONFLICT OF INTEREST

Employees are not allowed to engage in freelancing, side projects, or external employment during company working hours.

Any external work that negatively impacts performance, attendance, or focus during CODE CRACKERS LTD hours will be treated as a violation of company policy. Freelancing or external projects that compete with company services or involve company clients are strictly prohibited without written approval from management.

13. EXIT POLICY

Employees must serve a 30-day notice period before resignation unless mutually agreed otherwise.

All company equipment, documents, and credentials must be returned before the final settlement.

Full and final dues will be processed after clearance from all departments.

14. POLICY AMENDMENTS

CODE CRACKERS LTD reserves the right to update or amend these policies at any time, based on business needs or legal requirements.

Employees will be notified of any major changes in writing.

15. ACCEPTANCE

Each employee must sign the acknowledgment form stating they have read, understood, and agreed to abide by the CODE CRACKERS LTD Employee Rules & Regulations.

Name	Designation	Signature	Date
_____	_____	_____	_____