**HR POLICY QUICK HANDBOOK**

**Company: The Archipreneur Brand Ltd**

*Effective Date: January 1, 2025*

This HR Policy Quick Handbook outlines key ethical, operational, and behavioral standards for all staff of The Archipreneur Brand Ltd. It is designed to create a work environment that promotes accountability, integrity, and high performance.

1. Work Ethics & Code of Conduct

All employees are expected to demonstrate honesty, professionalism, and integrity. Personal behavior must reflect the values of the company, both during working hours and when representing the brand externally.

2. Dress Code

Employees must dress smart-casual on normal workdays. Official company events, client meetings, or presentations require formal corporate attire. Remote workers should also maintain a presentable appearance during virtual meetings.

3. Communication Protocol

Respectful and timely communication is mandatory. All emails, memos, and team discussions should reflect professional courtesy. Any issue requiring escalation must follow the reporting hierarchy.

4. Attendance & Punctuality

Employees are expected to resume work daily by 8:00 AM. Tardiness or absenteeism without proper notification may attract disciplinary action. Remote staff must log in punctually and maintain online availability.

5. Performance Expectations

All team members are expected to meet their Key Performance Indicators (KPIs), submit daily/weekly reports, and take ownership of assigned duties. Failure to meet targets may lead to queries or reviews.

6. Confidentiality

Employees must treat all company information as confidential. Sharing internal data, client information, or proprietary methods without approval is strictly prohibited and may lead to termination.