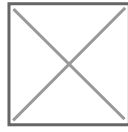


# Mission & Vision

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Our mission is to design, manufacture, and export high-quality garments that meet the evolving needs of global fashion brands while maintaining excellence in craftsmanship, sustainability, and operational efficiency.

## **We are committed to:**

- Ensuring ethical and responsible manufacturing practices
- Delivering consistent product quality that exceeds international standards
- Building long-term partnerships with global clients through trust and reliability
- Empowering our workforce with continuous skill development and safe working conditions
- Integrating innovation and sustainability into every stage of production and supply chain

# Employee Directory

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| Employee             | Email                    | Department | Role       |
|----------------------|--------------------------|------------|------------|
| MD ZIHAD HOSSAIN     | bavariaweb3@outlook.com  | N/A        | staff      |
| Md. Milion Islam     | sohelrana15809@gmail.com | N/A        | unit       |
| Md. Millon Hosain    | bavariadesk@outlook.com  | N/A        | admin      |
| Md. Safikur Rahman   | bavariaweb6@outlook.com  | N/A        | staff      |
| Md. Safiul Alam Rafi | bavariaweb7@outlook.com  | N/A        | staff      |
| Sakib Islam          | graphics1207@outlook.com | N/A        | staff      |
| Sohel Rana           | bavariaweb5@outlook.com  | N/A        | staff      |
| System Administrator | urmos@rozalia.ie         | N/A        | superadmin |

Total employees: 8

# Office Policies

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## Leave Rules

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- Employees are entitled to **12 days casual leave** per year.
  - Maximum **2 consecutive days** casual leave allowed without approval escalation.
  - **Sick leave** must be informed on the same day before office hour starts.
  - More than **3 days sick leave** requires medical certificate.
  - Leave must be applied at least **2 days in advance** (except emergency).
  - Unapproved absence for more than **3 consecutive days** will be treated as misconduct.
  - Annual leave must be approved by line manager and HR.
  - Remaining leaves will not be carried forward unless management approves.
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## Working Hours

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- Standard working hours: **8:00 AM – 8:00 PM**
  - Working days: **Saturday to Thursday**
  - Weekly off day: **Friday**
  - Office reporting time: **8:00 AM sharp**
  - Grace time: **up to 10 minutes late allowed**
  - Late arrival beyond grace time will be marked as **late attendance**
  - Lunch break: **1:00 PM – 2:00 PM (1 hour)**
  - Employees must complete **8 working hours per day**
  - Early departure requires **prior approval from supervisor**
  - Overtime is applicable only when approved by management
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## Salary Cycle

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- Salary cycle runs from **1st to last day of each month**
- Salary is processed on or before the **5th of the following month**
- Attendance and overtime are calculated up to the **last working day of the month**
- Any corrections or adjustments must be reported within **3 working days after month end**
- Late submissions of attendance may be processed in the next salary cycle

- Bonus, incentives, and deductions are applied based on **monthly performance and policy rules**
  - Salary is disbursed via **bank transfer / mobile banking**
  - Payslips are issued digitally after salary processing
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# Onboarding Guide – First Week Plan

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**Purpose:** Help every new team member settle into their role, understand company culture, access necessary tools, and start contributing effectively within the first 7 days.

## Day 1 – Foundation & Access

- Receive company laptop and set up system access (email, Slack, Notion, GitHub, etc.).
- Read the **Company Handbook** (Mission & Vision, Office Policies).
- Find your name in the **Employee Directory** and confirm your Slack ID and pod assignment.
- Join your pod's Slack channel and introduce yourself briefly.
- Schedule a 30-min welcome call with your Pod Lead.

## Day 2 – Tools & Documentation

- Explore the **Project Wiki** for your pod:
- Pod-1 (Finance): Tax logic + Bank API docs.
- Pod-3 (Inventory): Factory automation guide + Wastage policy.
- Pod-5 (DevOps): Server config, Git workflow + Recovery plan.
- Read **Code Guidelines** (SOP & Standards) if you are an engineer.
- Set up 2FA and password manager according to **Security Protocol**.

## Day 3 – Hands-on Basics

- Complete a small onboarding task assigned by your Pod Lead (e.g., fix a doc, run a script, update a template).
- Understand **Reporting Templates** – know which report to use for weekly updates.
- Learn the **Office Policies** in detail: leave rules, working hours, salary cycle.

## Day 4 – Shadowing & Collaboration

- Shadow a colleague from your pod for 2 hours (e.g., code review, API testing, factory data check).
- Attend the weekly **Pod Sync Meeting**.
- Ask any remaining questions in #onboarding-help Slack channel.

## Day 5 – First Week Review

- Submit a short update using the **Reporting Template** (What I learned, blockers, next week's goals).
- Meet with Pod Lead for 15-min feedback.
- Confirm that all access requests are completed.
- Celebrate first week ? – you're now ready to contribute fully.



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[illegible]

[illegible]

| Name | Email | Department | Role | Slack ID |
|------|-------|------------|------|----------|
| N/A  | N/A   |            | N/A  | N/A      |
| N/A  | N/A   |            | N/A  | N/A      |
| N/A  | N/A   |            | N/A  | N/A      |
| N/A  | N/A   |            | N/A  | N/A      |
| N/A  | N/A   |            | N/A  | N/A      |
| N/A  | N/A   |            | N/A  | N/A      |
| N/A  | N/A   |            | N/A  | N/A      |
| N/A  | N/A   |            | N/A  | N/A      |
| N/A  | N/A   |            | N/A  | N/A      |
| N/A  | N/A   |            | N/A  | N/A      |