

## Group 1: Working Hours & Flexibility

Q1: What are the standard working hours at GenX?

A1: GenX operates on a flexible schedule policy. Core working hours are between 10:00 AM and 4:00 PM, Monday through Friday, during which team meetings and collaborative sessions are scheduled. Employees are expected to work 8 hours per day but can choose their start time between 8:00 AM and 10:00 AM. This flexibility accommodates different personal schedules and commuting patterns. All employees must ensure their chosen schedule allows sufficient overlap with their team for collaboration. Any deviations from your registered schedule should be approved by your manager. The system is built on trust and responsibility, with the understanding that deliverables and team collaboration take precedence over strict time tracking.

Q2: Does GenX offer remote work options?

A2: Yes, GenX has a "FlexLocation" policy. Employees can work remotely up to 3 days per week, subject to their role's requirements and manager approval. Roles that require physical presence (like lab technicians or certain hardware teams) have tailored hybrid models. To work remotely, employees must have a suitable home office setup and maintain high productivity and communication standards. Full-time remote positions are also available for specific roles and require separate agreement. The company provides a stipend for home office equipment for hybrid and full-time remote employees.

Q3: How does GenX handle overtime?

A3: GenX compensates overtime for non-exempt employees as per local labor laws. Exempt employees (typically in managerial or advanced technical roles) are not eligible for overtime pay but may avail compensatory time off (comp-time) with prior manager approval for significant extra hours worked on critical projects. All overtime must be pre-approved via the HR portal. Unapproved overtime will not be compensated. The company culture emphasizes sustainable pacing, and managers are discouraged from creating situations requiring habitual overtime.

Q4: What is the policy regarding breaks during the workday?

A4: Employees are entitled to a paid 15-minute break for every 4 consecutive hours worked. A minimum unpaid lunch break of 30 minutes is mandated for shifts longer than 6 hours. Employees are encouraged to step away from their workstations to recharge. For employees working in front of screens, we recommend following the 20-20-20 rule (every 20 minutes, look at something 20 feet away for 20 seconds) to prevent eye strain.

## Group 2: Leave Policy

Q5: How many paid time off (PTO) days do employees get?

A5: GenX offers a unified PTO bank. New employees accrue 18 days of PTO per year, which increases to 23 days after 3 years and 28 days after 7 years of service. PTO covers vacation, personal days, and sick leave. Additionally, the company observes 10 public holidays. Unused PTO can be carried over up to a maximum of 10 days to the next calendar year; any excess is paid out in December.

Q6: What is the process for requesting sick leave?

A6: For unplanned sick leave, you must notify your manager via call or message at least 1 hour before your start time. For absences extending beyond 3 consecutive days, a medical certificate is required. Sick leave is drawn from your PTO bank. In cases of prolonged medical issues, employees may be eligible for short-term disability benefits, which must be coordinated through the HR department with proper documentation.

Q7: Does GenX offer maternity and paternity leave?

A7: Yes. GenX provides 26 weeks of fully paid maternity leave for the primary caregiver (birthing or adopting parent). Secondary caregivers (including fathers and adoptive co-parents) are eligible for 8 weeks of fully paid paternity leave. Leave can be taken consecutively or flexibly within the first year of the child's arrival or adoption. Employees must notify HR at least 3 months in advance to plan for coverage.

Q8: Is there a bereavement leave policy?

A8: GenX provides up to 5 working days of paid bereavement leave for the loss of an immediate family member (spouse, domestic partner, children, parents, siblings). For extended family (grandparents, grandchildren, in-laws), 2 days of paid leave are provided. Additional unpaid leave may be arranged with the manager and HR approval if travel or extended support is required.

Q9: What about leave for jury duty or voting?

A9: GenX grants necessary paid time off for jury duty. You must submit the jury summons to HR. Any jury duty stipend you receive can be kept; GenX will cover the difference to match your base pay for the period. For voting, up to 2 hours of paid time is provided if your work schedule does not allow sufficient time outside working hours to vote in public elections.

## Group 3: Compensation & Benefits

Q10: How often are employees paid at GenX?

A10: All employees are paid on a bi-weekly basis, every other Friday. Payment is made via direct deposit. The pay period covers the two weeks ending the previous Sunday. Pay stubs are available electronically on the employee self-service portal.

Q11: What is GenX's bonus structure?

A11: GenX has a performance-linked bonus program. Eligible employees can receive an annual performance bonus, typically ranging from 5% to 20% of their annual base salary, based on individual and company performance metrics. Additionally, there are spot bonuses for exceptional contributions and project completion bonuses for specific milestones. Bonus payouts occur in the first quarter of the following year. Details are outlined in your offer letter and the annual compensation review.

Q12: What retirement benefits does GenX offer?

A12: GenX offers a 401(k) plan with a company match. The company matches 100% of employee contributions up to 3% of eligible compensation, and 50% on the next 2% (effectively a 4% match if you contribute 5%). Employees are eligible to enroll after 30 days of service. The plan includes a variety of investment options from low-risk funds to growth-oriented portfolios.

Q13: Describe the health insurance options.

A13: GenX offers comprehensive medical, dental, and vision insurance through a leading provider. Employees can choose between a PPO plan and a High-Deductible Health Plan (HDHP) with a Health Savings Account (HSA). GenX covers 85% of the premium for the employee and 70% for dependents for the base plan. Enrollment opens during the annual benefits window or within 30 days of a qualifying life event.

Q14: Are there any wellness benefits?

A14: Yes. Each employee receives a \$500 annual wellness reimbursement for gym memberships, fitness classes, mental health apps, or sporting equipment. We also offer free annual health screenings, flu shots, and access to an Employee Assistance Program (EAP) that provides confidential counseling and support services.

## Group 4: Professional Development

Q15: Does GenX support continued education?

A15: GenX strongly encourages professional growth. We offer a tuition reimbursement program of up to \$5,250 per year for job-related courses, certifications, or degree programs, subject to prior approval and successful completion. Additionally, employees have access to subscriptions to online learning platforms like Coursera and Udemy for Business at no cost.

Q16: How does conference and training attendance work?

A16: Employees can request to attend relevant industry conferences and training workshops. The company typically covers registration fees, travel, and accommodation for pre-approved events that align with the employee's role and development goals. Employees are expected to share key learnings with their team upon return.

Q17: Is there a mentorship program?

A17: GenX runs a formal mentorship program. New employees are paired with a seasoned mentor within their first month. The program lasts 6-12 months and focuses on career guidance, networking, and acclimatization to company culture. Employees can also volunteer to become mentors after 2 years with the company.

## Group 5: Code of Conduct & Workplace Behavior

Q18: What is GenX's policy on harassment and discrimination?

A18: GenX maintains a strict zero-tolerance policy against all forms of harassment, discrimination, and retaliation based on race, color, religion, gender, gender identity, sexual orientation, national origin, genetics, disability, age, or veteran status. All employees are required to complete annual anti-harassment training. Any concerns or incidents should be reported immediately to your manager, HR, or through the confidential 24/7 ethics hotline. All reports are investigated promptly and confidentially.

Q19: What are the expectations regarding social media use?

A19: Employees are free to post personal opinions on social media but must clearly state that views are their own. They must not disclose confidential company information, disparage colleagues or clients, or imply company endorsement of personal views. Employees are advised to use privacy settings and exercise good judgment to avoid conflicts of interest or damage to the company's reputation.

Q20: What is the dress code at GenX?

A20: GenX has a "Business Appropriate" dress code. This generally means smart casual attire is acceptable daily. Employees should dress more formally for client meetings, executive presentations, or company-wide events as specified. The policy emphasizes cleanliness, professionalism, and safety (e.g., closed-toe shoes in labs).

## Group 6: IT & Data Security

Q21: What is the policy on personal device usage for work (BYOD)?

A21: GenX allows a limited Bring Your Own Device (BYOD) program for smartphones and tablets, subject to the installation of a managed Mobile Device Management (MDM) profile for security. However, primary development and sensitive work must be conducted on company-issued laptops, which have enhanced security configurations. Employees must report lost or stolen devices immediately to IT and HR.

Q22: How should employees handle confidential data?

A22: Confidential data must only be stored on approved company systems (OneDrive, SharePoint, secure servers) and never on personal devices or unapproved cloud storage. Data must be encrypted in transit and at rest. Sharing confidential information externally requires manager approval and the use of secure, approved channels. Violations of data security policies are considered serious misconduct.

## Group 7: Performance Management

Q23: How does the performance review process work?

A23: GenX follows a continuous performance management model. Formal reviews are held biannually in June and December. The process includes self-assessment, peer feedback, and manager evaluation against pre-set OKRs (Objectives and Key Results). Managers hold regular 1-on-1s to provide ongoing feedback. The review determines performance ratings, which influence bonus payouts, salary increments, and development plans.

Q24: What is the policy on promotions and internal transfers?

A24: Internal mobility is encouraged. Employees can apply for open internal positions after completing 12 months in their current role, with manager notification. Promotions are based on merit, demonstrated competency at the next level, and business need, not just tenure. A formal promotion cycle aligns with the mid-year and year-end reviews, though exceptional promotions can occur at any time.

## Group 8: Expenses & Reimbursement

Q25: What is the process for business expense reimbursement?

A25: Employees must use the company-issued credit card for all pre-approved business expenses. For out-of-pocket expenses, submit receipts through the online expense portal within 30 days. Reimbursements are processed bi-weekly along with payroll. Expenses must comply with the company's Travel & Expense policy (e.g., flight class limits, daily meal caps). Unsubstantiated expenses will not be reimbursed.

## Group 9: Resignation & Termination

Q26: What is the notice period for resignation?

A26: Exempt employees are expected to provide a minimum of 3 weeks' written notice. Non-exempt employees should provide 2 weeks' notice. During this period, employees are expected to complete a knowledge transfer and handover as documented in the exit checklist. Serving the full notice period is required to be eligible for the final payout and any pending bonus.

Q27: What happens to unused PTO upon resignation?

A27: Upon resignation, employees will be paid out for all accrued but unused PTO, subject to state law and company policy limits. This payout will be included in your final paycheck.

## Group 10: Workplace Facilities

Q28: What facilities are available at GenX offices?

A28: GenX offices are designed as collaborative hubs. They feature ergonomic workstations, quiet zones, meeting rooms of various sizes, nursing rooms, and game/lounge areas. We provide free snacks, coffee, and beverages. Most locations also have an on-site gym or subsidized gym membership nearby.

## Group 11: Health & Safety

Q29: What is the protocol for workplace accidents or emergencies?

A29: In case of an accident, immediate medical attention is the priority. Report the incident to your manager and HR within 24 hours, regardless of severity. For emergencies (fire, medical, natural disaster), follow posted evacuation routes and assembly points. All employees must complete mandatory annual safety training.

## Group 12: Ethics & Compliance

Q30: How are conflicts of interest managed?

A30: Employees must disclose any potential conflict of interest—including outside employment, significant financial interest in a competitor/client, or a close relative working for a competitor—to their manager and HR using the annual disclosure form or as they arise. The company will assess and may require the activity to be modified or ceased to prevent conflict.

## Group 13: Employee Recognition

Q31: Are there programs to recognize employee contributions?

A31: Yes. Beyond monetary bonuses, GenX has a peer-to-peer recognition platform where employees can award "Kudos" points redeemable for gifts. Quarterly "Spotlight Awards" are given for exemplifying company values, and annual "Innovator of the Year" and "Team Excellence" awards come with significant recognition and rewards.

## Group 14: Probation Period

Q32: Is there a probation period for new hires?

A32: Yes, all new hires are subject to a 90-day probationary period. This is a mutual evaluation period for the employee and GenX to assess fit. During this time, benefits are active, but the notice period for termination by either party is shorter (1 week). A formal review is held at the end of the 90 days to confirm employment.

## Group 15: Policy Updates & Accessibility

Q33: Where can employees access the most current HR policies?

A33: The single source of truth for all policies is the company intranet, specifically the "HR Hub" section. Employees are notified via email of any material policy changes. It is each employee's responsibility to stay informed of current policies. Printed copies of key policies are available from HR upon request.