

Resignation Policy

1. Open Communication:

Employees are encouraged to discuss any job-related concerns or dissatisfaction with their direct supervisor or the People department before formally submitting a resignation. We value open communication and strive to create a positive work environment. The People department is here to listen to your concerns and explore potential solutions to keep you engaged and satisfied in your role.

2. Notice Period:

A written notice of resignation, addressed to the People department & Head of department, is required **two (2) months** prior to your last day of employment. This notice period is crucial for a smooth transition, allowing for knowledge transfer, recruitment of your replacement, and project handover.

3. Resignation Process:

- **Step 1: Email Notification:**
 - Submit a formal resignation email to the People department. The email should clearly state your intention to resign and your last day of employment.
- **Step 2: Meeting with Manager:**
 - Following your email notification, a meeting will be scheduled with your direct manager to discuss your decision. This is an opportunity to provide more details about your resignation (optional) and ensure a smooth handover process.
- **Step 3: Exit Interview (Optional):**
 - The People department may request a one-on-one meeting to understand your reasons for leaving and gather feedback on your experience at the company. This information is valuable for improving employee retention and satisfaction.

4. Confidentiality:

We understand the need for discretion during the resignation process. However, maintaining a positive and professional image is important. We ask that you refrain from discussing your resignation with colleagues or clients until officially announced by management.

5. Handover Process and Knowledge Transfer:

Your manager will work closely with you to establish a detailed handover plan. This may involve documenting processes, training your replacement, and finalizing ongoing projects.

6. Referrals:

We appreciate your continued commitment to the company. If you know of any qualified individuals who might be a good fit for our team, we encourage you to refer them to the People department.

7. Company Property:

Upon your departure, you are required to return all company property, including laptops, mobile phones, badges, access cards, and any company documents.

8. Final Payment:

Your final paycheck will be issued normally on the same day of PRG payout day.

9. Benefits:

Your health insurance coverage and other benefits will typically terminate on your last day of employment.

10. Post-Employment:

We wish you all the best in your future endeavors. We value the contributions you made to the company and remain open to potential future collaboration.

Respectful Workplace Environment Policy

Our Mission:

We are committed to fostering a positive and professional work environment where everyone feels valued, respected, and productive. This policy outlines key principles to maintain a comfortable and efficient space for all employees, visitors, and clients.

1. Respectful Interactions with Colleagues:

- **Professional Communication:** We value open and honest communication. Engage with colleagues in a courteous and respectful manner, both verbally and electronically. This includes avoiding gossip, negativity, and personal attacks.
- **Teamwork:** Embrace collaboration and support your colleagues. Be mindful of deadlines and offer assistance when needed.
- **Accommodating Differences:** We value diversity. Respect individual preferences and cultural backgrounds.

2. Maintaining a Clean Workspace:

- **Courtesy:** Keep your workspace and common areas clean and organized. Dispose of trash properly and clean up spills promptly.
- **Shared Responsibility:** Report any cleaning issues or maintenance needs to the designated personnel promptly.
- **Respecting Others' Property:** Treat shared resources and equipment with respect. Avoid using others' belongings without permission.

3. Noise Level Considerations:

- **Minimizing Disruptions:** Be mindful of noise levels. Use headphones for calls or personal music. Keep conversations in common areas at a reasonable volume.
- **Meetings & Phone Calls:** Schedule meetings in designated rooms to avoid disrupting colleagues. Use speakerphones only when necessary.
- **Respecting Focus Zones:** Be aware of designated quiet areas and respect the need for focused work.

4. Upholding Company Image:

- **Professional Conduct:** Maintain a professional demeanor at all times. Dress appropriately for your role and adhere to company dress code guidelines.
- **Social Media Conduct:** While expressing personal opinions online is your right, avoid posting anything that could reflect negatively on the company or colleagues.
- **Confidentiality:** Maintain confidentiality of company information and intellectual property.

5. Welcoming Visitors:

- **Courtesy:** Greet visitors with a smile and be approachable. Offer assistance if needed.
- **Professionalism:** Maintain a professional environment while interacting with visitors. Minimize loud conversations or disruptive activities.
- **Directing Visitors:** Direct visitors to the reception area or appropriate contact person.

6. Maintaining a Pleasant Scent:

- **Fragrance Sensitivity:** Many People are sensitive to strong fragrances. Avoid wearing overpowering perfumes, colognes, or scented products for a considerate work environment.
- **Food Odors:** Store and consume food in designated areas. Refrain from bringing strong-smelling lunches or snacks to your desk.

Remember: We all share the responsibility for creating a positive and productive work environment. By following these guidelines, we can ensure a respectful and comfortable space for everyone.

Benefits & Perks

We offer a comprehensive benefits package to support your well-being and financial security. Here's an overview:

1. Social Insurance:

We provide social security coverage as mandated by law.

2. Medical Insurance with AXA (After Probation):

Upon successful completion of your probationary period, you'll be eligible to enroll in our medical insurance plan through AXA. This plan helps cover a wide range of medical expenses, giving you peace of mind and access to quality healthcare.

3. Paid Parking:

We understand the convenience of having your own parking space. We offer paid parking options within the office complex or nearby facilities to make your commute easier.

4. Stocked Snack Bar:

We keep our wellness room stocked with a variety of healthy and delicious snacks throughout the day. Please be mindful of your fellow colleagues and take only what you need so everyone can enjoy the perk!

Parental Leave Policy

Our Commitment:

We are committed to supporting our employees during the important life event of welcoming a child into their family. This policy outlines the benefits offered to eligible employees for maternity & paternity

Eligibility:

This policy applies to all full-time employees who have been continuously employed with the company for at least 10 months at the time of the expected birth or adoption placement.

Working Hours:

- The daily working hours of a pregnant woman shall be reduced by at least one hour from the sixth month of pregnancy, and she shall not be employed in overtime for the duration of the pregnancy until the end of six months from the date of birth.

Leave Options:

- **Maternity Leave:**
 - Eligible employees who give birth are entitled to 4 months of paid maternity leave at 100% of their regular salary
 - Employees are eligible for this leave 2 times during the whole employment at Progressio.
- **Paternity Leave:**
 - Eligible fathers are entitled to 2 weeks of paid paternity leave at 100% of their regular salary.
 - This leave may be taken continuously or in smaller increments throughout the first 1 month following the birth.

Notice Requirements:

Employees are required to provide written notice to their supervisor and People department at least 8 weeks prior to their intended leave start date. This allows the company to make necessary arrangements for workload coverage during the absence.

Continuation of Benefits:

Health insurance coverage and other benefits will continue during the paid portion of your leave.

Job Security:

Your job will be held secure during your approved leave of absence. You will be entitled to return to your previous position or a comparable position with similar pay and responsibilities.

Returning to Work:

We encourage you to discuss your return to work timeline with your manager in advance of your leave. This allows for a smooth transition back into your role.

Additional Resources:

The People department is available to answer any questions you may have regarding this policy or to provide assistance with the leave request process.

Disclaimer:

This policy is intended to comply with all applicable local and national laws and regulations. In the event of any conflict between this policy and legal requirements, the law will supersede this policy.

Code of Conduct Policy

Our Commitment:

We are committed to fostering a high standard of ethical conduct and professional integrity. This Code of Conduct outlines expected behaviors to maintain a workplace environment built on trust, respect, and compliance with the law.

1. Conflict of Interest:

Employees must avoid any situation where their personal interests conflict with the company's interests. This includes:

- **Financial Interests:** Avoid any business or financial dealings that could influence your judgment or decision-making on behalf of the company. Disclose any potential conflicts of interest to your manager or the People department immediately.
- **Gifts and Entertainment:** Do not accept gifts or entertainment from clients, vendors, or business partners that could be perceived as an attempt to influence business decisions.

2. Outside Employment and Activities:

- **Freelancing:**
 - Employees are permitted to engage in freelance work outside of work hours, provided it does not:
 - Conflict with your primary job duties at our company.
 - Compete directly with the company's products or services.
 - Use company resources or confidential information.
 - Negatively impact your performance or create a scheduling conflict.
 - Employees must disclose any freelance work to their manager to avoid potential conflicts.
- **External Duties During Work Hours:**
 - Employees are expected to dedicate their work hours to fulfilling their job responsibilities. Personal errands, side businesses, or other external duties should be conducted outside of work time.

3. Employment of Relatives:

While not prohibited, employing close relatives (e.g., spouse, children, parents) within the company can create a potential conflict of interest.

- **Disclosure:** Employees are required to disclose any existing or potential employment of close relatives within the company to the People department.
- **Management of Relatives:** Employees should not supervise or have direct reporting lines to close relatives within the company to minimize potential biases.

4. Employee Relationships:

- **Professional Conduct:** All romantic or intimate relationships between employees must be conducted professionally and respectfully.
- **Disclosure:** If a romantic or intimate relationship develops between coworkers who have a reporting line or supervisory role, one of the individuals may need to be transferred to avoid a conflict of interest. This will be determined on a case-by-case basis.

5. Working with Clients as a Side Job:

- **Confidentiality:** Employees are prohibited from working with clients they interact with in their official capacity at our company. This protects confidential information and avoids a conflict of interest.

6. Use of Company Resources:

Company resources (equipment, software, technology) are provided for work-related purposes only. Personal use of company resources should be limited and must not interfere with your job duties.

7. Maintaining a Respectful Work Environment:

- **Noise Level:** Be mindful of noise levels in the workplace. Keep conversations to a reasonable volume, use headphones for personal calls or music, and be considerate of colleagues who need to focus.
- **Interrupting Others:** Respect colleagues' time and focus. Avoid unnecessary interruptions during meetings or when someone is visibly working on a task. Briefly assess if your question is urgent or can wait until a more convenient time.

8. Reporting Violations:

Employees are encouraged to report any suspected violations of this Code of Conduct to their manager or People department. All reports will be investigated confidentially.

9. Consequences of Violations:

Violation of this Code of Conduct may result in disciplinary action, up to and including termination of employment.

Maintaining a Culture of Integrity:

By adhering to this Code of Conduct, we create a work environment where everyone feels comfortable raising concerns, acting ethically, and avoiding conflicts of interest. We value your commitment to upholding these principles.

Disclaimer:

This policy is intended to provide general guidelines and may not address every situation. Employees are expected to exercise sound judgment and seek clarification when necessary.