TechCorp Employee Handbook

Effective Date: January 1, 2024

Version 3.2

1. Welcome to TechCorp

Welcome to TechCorp! We are thrilled to have you as part of our innovative team. This handbook is designed to introduce you to our company culture, policies, and the benefits available to you as a valued member of our organization.

Founded in 2010, TechCorp has grown from a small startup to a leading technology solutions provider with over 500 employees across 12 countries. Our mission is to empower businesses through innovative software solutions and exceptional customer service.

2. Code of Conduct

2.1 Professional Behavior

All employees are expected to conduct themselves professionally and ethically at all times. This includes treating colleagues, clients, and partners with respect, honesty, and integrity.

2.2 Workplace Harassment Policy

TechCorp has a zero-tolerance policy for harassment of any kind. This includes, but is not limited to, harassment based on race, gender, religion, age, disability, sexual orientation, or national origin. Any employee who experiences or witnesses harassment should immediately

report it to Human Resources or their direct supervisor.

> **Important:** Violations of our harassment policy may result in immediate termination of employment.

3. Time Off and Leave Policies

3.1 Paid Time Off (PTO)

All full-time employees are entitled to paid time off as follows:

- **New Employees (0-2 years):** 15 days of PTO per calendar year
- **Intermediate Employees (2-5 years):** 20 days of PTO per calendar year
- **Senior Employees (5+ years):** 25 days of PTO per calendar year

PTO requests must be submitted at least two weeks in advance through the HR portal. Approval is subject to business needs and team workload. Unused PTO days can be rolled over to the next year, up to a maximum of 5 days.

3.2 Sick Leave

Employees receive 10 days of paid sick leave per year. Sick leave can be used for personal illness, medical appointments, or to care for an immediate family member who is ill. Employees should notify their supervisor as early as possible when taking sick leave.

3.3 Parental Leave

TechCorp offers generous parental leave for new parents:

- **Birth Parent:** 16 weeks of fully paid parental leave
- **Non-Birth Parent:** 12 weeks of fully paid parental leave
- **Adoption:** 12 weeks of fully paid parental leave for the primary caregiver

Parental leave must be taken within 12 months of the birth or adoption and can be taken consecutively or split into multiple periods with manager approval.

3.4 Holidays

TechCorp observes the following paid holidays:

- New Year's Day

- Martin Luther King Jr. Day

- Memorial Day

- Independence Day (July 4th)

- Labor Day

- Thanksgiving Day and the Friday after

- Christmas Eve and Christmas Day

- Two floating holidays (to be scheduled at employee discretion)

4. Compensation and Benefits

4.1 Salary and Payment

Employees are paid on a bi-weekly basis via direct deposit. Pay periods run from Sunday through Saturday, with payments issued on the following Friday. All employees will receive a detailed pay stub via email showing gross pay, deductions, and net pay.

4.2 Health Insurance

TechCorp offers comprehensive health insurance coverage to all full-time employees and their dependents. The company covers 80% of the premium cost for employee coverage and 60% for dependent coverage. Available plans include:

- PPO Plan with nationwide coverage

- HMO Plan with regional coverage

- High-Deductible Health Plan (HDHP) with Health Savings Account (HSA)

Dental and vision coverage are also available at subsidized rates.

4.3 Retirement Benefits

TechCorp offers a 401(k) retirement plan with company matching. The company will match 100% of employee contributions up to 4% of salary, and 50% of contributions between 4% and 6% of salary. Employees are eligible to enroll after 90 days of employment, and company matching contributions vest over a 4-year period (25% per year).

4.4 Professional Development

TechCorp is committed to employee growth and development. Each employee has access to:

- $2,000 annual professional development budget for courses, conferences, and certifications
- LinkedIn Learning premium subscription
- Internal mentorship program
- Quarterly lunch-and-learn sessions with industry experts

4.5 Additional Benefits

- **Life Insurance:** Company-paid life insurance equal to 2x annual salary
- **Disability Insurance:** Short-term and long-term disability coverage
- **Commuter Benefits:** Pre-tax transportation and parking allowances
- **Gym Membership:** $50 monthly reimbursement for fitness-related expenses
- **Employee Assistance Program (EAP):** Confidential counseling and support services

5. Work Arrangements

5.1 Remote Work Policy

TechCorp embraces flexible work arrangements. Employees may work remotely up to 3 days per week with manager approval. Core collaboration days (Tuesdays and Thursdays) require in-office attendance for most teams to facilitate team meetings and collaboration.

Fully remote positions are available for certain roles and must be approved by department leadership. Remote employees are expected to maintain regular business hours in their timezone and be available for virtual meetings during core hours (10 AM - 3 PM local time).

5.2 Work Hours and Overtime

Standard work hours are 9:00 AM to 5:00 PM, Monday through Friday, with one hour for lunch. Flexible hours are available with manager approval, provided employees are available during core hours (10 AM - 3 PM) for meetings and collaboration.

Non-exempt employees are eligible for overtime pay at 1.5x their regular hourly rate for any hours worked beyond 40 hours in a workweek. Overtime must be pre-approved by a supervisor.

5.3 Dress Code

TechCorp maintains a business casual dress code. Employees should dress professionally and appropriately for their role and any client-facing activities. On Fridays, casual attire (including jeans and sneakers) is permitted. Remote employees should maintain professional appearance during video calls.

6. Performance and Development

6.1 Performance Reviews

All employees participate in formal performance reviews twice per year (mid-year and year-end). Reviews assess performance against goals, core competencies, and values. Employees receive written feedback and have the opportunity to discuss their performance, goals, and career development with their manager.

6.2 Promotion and Career Advancement

TechCorp is committed to promoting from within whenever possible. Promotion decisions are based on performance, demonstrated leadership, technical skills, and business needs. Employees interested in advancement should discuss career goals with their manager during performance reviews or one-on-one meetings.

7. Technology and Security

7.1 Equipment and Software

TechCorp provides all necessary equipment for employees to perform their jobs, including:

- Laptop (MacBook Pro or equivalent Windows machine based on role)
- External monitor, keyboard, and mouse for in-office use
- Necessary software licenses and development tools
- Mobile phone stipend of $75/month for eligible roles

7.2 Data Security and Confidentiality

Employees must protect confidential company information, including customer data, proprietary technology, and business strategies. All employees are required to:

- Use strong, unique passwords and enable two-factor authentication
- Encrypt sensitive data and follow data classification guidelines
- Report security incidents or suspected breaches immediately to IT Security
- Complete annual security awareness training

Security Reminder: Never share passwords or leave company devices unlocked in public spaces. All devices should be encrypted and password-protected.

8. Workplace Safety

8.1 Emergency Procedures

In case of emergency (fire, medical emergency, or security threat), employees should:

1. Call 911 for immediate assistance
2. Alert nearby employees and evacuate if necessary
3. Notify building security and HR as soon as it is safe to do so
4. Follow instructions from emergency responders

Emergency exits and assembly points are marked throughout each office location. Fire drills are conducted quarterly.

8.2 Workplace Injuries

Any workplace injury, regardless of severity, must be reported to HR within 24 hours. First aid kits are located in common areas on each floor. For serious injuries, call 911 immediately and then notify HR.

9. Termination and Resignation

9.1 Voluntary Resignation

Employees who wish to resign should provide at least two weeks written notice to their supervisor and HR. Senior-level employees are requested to provide four weeks notice when possible. Exit interviews are conducted for all departing employees to gather feedback and ensure a smooth transition.

9.2 Involuntary Termination

TechCorp reserves the right to terminate employment for reasons including, but not limited to:

- Violation of company policies or code of conduct

- Poor performance that does not improve after documented feedback

- Business restructuring or elimination of position

- Breach of confidentiality or security policies

Upon termination, employees must return all company property, including laptops, access badges, and any confidential materials.

10. Questions and Support

If you have questions about any policy in this handbook, please contact:

- **HR Department:** hr@techcorp.com or extension 2000

- **Your Direct Manager:** For role-specific questions

- **Employee Relations:** employeerelations@techcorp.com for confidential concerns

This handbook is a living document and may be updated periodically. All employees will be notified of significant policy changes via email. The most current version is always available on the company intranet.