

# **Globex Corp - Comprehensive Employee Handbook 2025**

Effective Date: January 1st, 2025

## **1. Leave & Time Off Policy**

- Standard Vacation: All full-time employees receive 20 days per year.
- Sick Leave: 10 days per year. Doctor's note required after 3 consecutive days.
- Bereavement: 3 days paid leave for immediate family members.
- Unpaid Leave: Requires explicit written approval from the Department Manager.
- Carry-Over: Max 5 vacation days can carry over to next year. Sick days do not carry over.

## **2. Performance & Compensation**

- Performance Cycle: Reviews are conducted annually in December.
- Rating 5 (Star Performer): Eligible for 15% salary bonus + Stock Options.
- Rating 4 (Exceeds Expectations): Eligible for 5% salary bonus.
- Rating 3 (Meets Expectations): No bonus, but eligible for cost-of-living adjustment.
- Rating 1-2 (Needs Improvement): Mandatory Performance Improvement Plan (PIP).

## **3. Hybrid & Remote Work**

- Engineering Team: Fully remote allowed. Must reside in the same time zone +/- 3 hours.
- Sales Team: Hybrid model. Must be in the office Mon, Wed, Fri.
- Core Hours: All remote employees must be available between 10:00 AM and 3:00 PM EST.
- Equipment: Company provides one laptop and one monitor. Must be returned upon exit.

## **4. Health & Wellness Benefits**

- Medical Insurance: Covered 80% by Globex, 20% employee contribution.
- Dental/Vision: Covered 100% for employee, 50% for dependents.
- Gym Stipend: \$50/month reimbursement for gym memberships or fitness apps.
- Mental Health: 5 free therapy sessions per year via our partner provider.

## **5. Travel & Expenses**

- Air Travel: Economy class for domestic, Premium Economy for international flights > 8 hours.
- Meals: Per diem of \$75/day while traveling for business.
- Mileage: Reimbursed at the standard IRS rate for personal car usage.
- Approval: Expenses over \$500 require prior VP approval.

## **6. IT Security & Code of Conduct**

- Passwords: Must be changed every 90 days. 2FA is mandatory.
- Data Privacy: No company data allowed on personal USB drives.
- Dress Code: Casual for Engineering; Business Casual for Client-Facing roles.
- Anti-Harassment: Zero tolerance policy. Report incidents to HR immediately.