COMPANY NAME: ARTEMIS CORP

DOCUMENT: EMPLOYEE HANDBOOK 2024

SECTION 1: INTRODUCTION

Welcome to Artemis Corp. Our mission is to build sustainable AI solutions for the agricultural sector.

This handbook outlines the policies and procedures for all full-time employees.

SECTION 2: WORK HOURS & LOCATION

Standard work hours are 09:00 AM to 05:00 PM, Monday through Friday.

Employees are expected to be in the main office (Building A) on Mondays and Wednesdays.

Remote work is permitted on Tuesdays, Thursdays, and Fridays.

Exceptions to this policy must be approved by the Department Head.

SECTION 3: PAID TIME OFF (PTO)

All full-time employees are entitled to 20 days of paid annual leave.

Unused leave can be carried over to the next year, up to a maximum of 5 days.

Sick leave is separate; employees receive 10 days of paid sick leave annually.

To request leave, please use the internal portal "TimeKeep" at least 48 hours in advance.

SECTION 4: IT & SECURITY

All company passwords must be at least 14 characters long and include special symbols.

Two-factor authentication (2FA) is mandatory for accessing the cloud servers.

The IT Support desk is located on the 2nd Floor, Room 204.

For urgent IT issues, email support@artemiscorp.com or call extension 5500.

SECTION 5: CONTACT INFORMATION

- Human Resources Manager: Sarah Jenkins (sarah.j@artemiscorp.com)

- Payroll Department: payroll@artemiscorp.com

- Security Office: security@artemiscorp.com (Ext. 1000)