# Welcome to ZenAppStudio! 🎉

#### Hi Kevin Kyle Ganados,

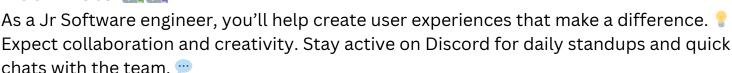
Welcome to ZenAppStudio! We're excited to have you on board. You're joining a team of creative UI/UX designers and developers who make awesome things happen. 

Let's dive in!

## About ZenAppStudio

We build custom software, mobile apps ☐, and web solutions ፫. Our focus is on agile, client-centered projects in healthcare ∰, e-commerce ∰, education ☐, and finance ⑤. We use cutting-edge tech like AI and IoT ⊕. Our team values collaboration ఀ, quality ☑, and innovation ├—creating a space where ideas grow and projects have impact.

### Your Role 🞎 🔐



# Leave Policy 17

- Sick Leave: 7 days over a 6-month period.
- Other Leave: 7 days total (requests must be made 2 weeks in advance, unless it's an emergency). All leave requests are subject to approval. ✓
- Public Holidays: We observe public holidays—rest up and recharge. 🛌

### Remote Work Guidelines Management

- **Stay Connected**: We're fully remote. Be present during work hours and communicate actively on Discord.
- **Be on Time**: Meet deadlines and show up for standups. If things come up, let your lead know.
- Respect Zones: We're global � respect your colleagues' time zones.
- Confidentiality: Keep sensitive info safe and secure. 🔐

## Daily Standups 📢

Join our daily standups on Discord. Share what you're working on and stay in sync with the team. Collaboration is key  $\nearrow$  to our success.

## Tools You'll Need 🛠

You'll get access to all the tools you need, like Discord, Gitlab, Trello and Figma and your team lead will guide you on setup.

# Wrapping Up 🎁

We're thrilled you're here. Let's innovate, collaborate, and make an impact together. Got questions? Ask away. We're here to help! ©

Welcome aboard, HR Team ZenAppStudio