



BrainSAIT Employee Handbook



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CONFIDENTIAL - HIPAA PROTECTED**HIPAA**



Welcome to BrainSAIT



Welcome to BrainSAIT! We are thrilled to have you join our team of healthcare technology innovators. This handbook provides essential information about our company culture, policies, and procedures.

Our Mission: To revolutionize healthcare delivery in the Middle East through AI-powered, compliant, and user-friendly technology solutions.

Our Values:

- Innovation: Continuously pushing the boundaries of healthcare technology
- Compliance: Unwavering commitment to patient privacy and regulatory standards
- Excellence: Delivering exceptional quality in everything we do
- Collaboration: Working together to achieve common goals

Employment Policies



Equal Opportunity: BrainSAIT is an equal opportunity employer committed to diversity and inclusion. We do not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic.

Working Hours: Standard working hours are Sunday-Thursday, 9:00 AM - 6:00 PM. Flexible working arrangements and remote work options available with manager approval.

Probation Period: New employees have a 90-day probationary period with monthly performance reviews. Confirmation of employment requires satisfactory performance evaluation.

Compensation and Benefits



Salary: Competitive market-rate compensation paid monthly. Annual salary reviews conducted in Q1 based on performance and market conditions.

Health Insurance: Comprehensive medical, dental, and vision coverage for employees and eligible dependents. Coverage begins on the first day of employment.

Annual Leave: 30 days paid annual leave after completion of probation. Leave accrues monthly and can be carried forward up to 15 days.

Professional Development: Annual training budget of SAR 15,000 per employee for conferences, courses, and certifications.

Code of Conduct



Professional Behavior: All employees must maintain professional conduct, respect colleagues, and uphold BrainSAIT's reputation.

Confidentiality: Employees must protect confidential information including patient data, trade secrets, and proprietary technology. Confidentiality obligations continue after employment ends.

Conflicts of Interest: Employees must disclose any potential conflicts of interest and avoid situations that could compromise professional judgment.

Technology and Security



Equipment: BrainSAIT provides necessary equipment including laptop, monitors, and accessories. Equipment remains company property.



Data Security: Employees must follow all security policies, use strong passwords, enable MFA, and report security incidents immediately.

HIPAA Compliance: All employees handling PHI must complete HIPAA training within 30 days and annually thereafter. Violations will result in disciplinary action.