

AI4Nation Employee Handbook

Welcome

Hello and welcome! Thank you for joining **AI4Nation**, where we are on a mission to **build responsible and accessible AI solutions for national growth and productivity**. We're excited to have you with us on this journey. Your contributions matter!

This employee handbook defines who we are and how we work together. We will do everything possible to create a fair and productive workplace — but we need your help. This guide will help you understand how we work, what we expect, and how you can thrive here.

This handbook isn't a contract or a guarantee of employment. It's a collection of our expectations, commitments and responsibilities. Please read it carefully and consult it whenever needed.

Getting to know AI4Nation

AI4Nation was founded in 2024 by a group of AI enthusiasts passionate about applying Generative AI for meaningful national-scale impact. We focus on building tools for education, governance, and business operations, blending state-of-the-art machine learning with responsible deployment practices.

Our culture is:

- Mission-driven and collaborative
- Transparent and inclusive
- Open to experimentation and learning

We envision a future where **AI becomes an enabler for every citizen** — and you're now a part of building that future.

Equal Opportunity Employment

AI4Nation is an equal opportunity employer. We do not tolerate discrimination against any protected characteristic (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, veteran status). Everyone — from interns to executives — is expected to uphold our standards of mutual respect.

We:

- Hire/promote based on skill and potential
- Provide accessibility accommodations
- Use inclusive language
- Train staff in diversity and workplace conduct

If you experience discrimination, report it to HR. We will take action without retaliation. If needed, we may:

- Cover relevant medical bills.
- Pay for mental health treatment if needed.
- Provide victims with our legal team's support to help file formal complaints.
-

Get help early on

Seek help from others early on to mitigate conflicts. For example:

- If you experience conflicts with a colleague, ask your manager for advice before tensions escalate. If these conflicts persist, ask HR whether you could attend conflict resolution sessions.
- If you're dealing with personal or professional struggles, reach out to a mental health professional. AI4Nation supports mental wellness and may assist through our Employee Assistance Program (EAP). All discussions remain confidential.

Our workplace is founded on mutual respect — and we won't allow anyone to compromise this foundation.

Workplace Safety and Health

At AI4Nation, we are committed to a safe, hazard-free, and health-conscious work environment.

Preventative Action

We will periodically conduct risk assessments and job hazard analyses to uncover health risks. Preventative measures may include:

- Employee training sessions on safety and emergency procedures
- Protective gear and equipment when necessary
- Regular infrastructure evaluations by internal or external experts

We expect everyone to:

- Follow safety protocols
- Use protective equipment as instructed
- Report hazards immediately to the office admin or HR

Employees who repeatedly or deliberately disregard safety rules may face disciplinary action, including termination.

Emergency Management

Emergency planning at AI4Nation includes:

- Functional smoke alarms and regularly tested sprinklers
- Technicians for urgent repairs (power, plumbing, etc.)
- Clearly posted evacuation plans and safety exits

Stay familiar with the emergency exit plans and participate in any mock drills organized.

Smoking Policy

AI4Nation is a smoke-free workplace. Smoking is only allowed in designated areas (such as terraces or outdoor corners of the building). All indoor areas, including restrooms and workspaces, are strictly non-smoking.

Tips:

- Dispose of cigarette butts in outdoor ashtrays
- Avoid smoking before meetings with clients or guests
- Stay away from flammable areas while smoking

Triggering smoke alarms or causing fire hazards may lead to disciplinary action.

Drug-Free Workplace

AI4Nation enforces a strict drug-free policy.

Prohibited substances include (but are not limited to):

- Cocaine, heroin, methamphetamine
- Marijuana (including medical, during working hours)
- Alcohol (except in moderation at company events)

Employees found under the influence, distributing or consuming these on company premises may be terminated.

Prescription Drugs

Notify HR if a prescription might impair your ability to work safely. Use PTO or sick leave if needed. For roles with safety-sensitive responsibilities (e.g. hardware maintenance, logistics), alertness is essential.

Addiction Support

We support employees struggling with addiction through our EAP. Confidential support is available. However, any violent or inappropriate behavior due to substance use is not tolerated.

Code of Conduct

All employees are expected to uphold the values and policies outlined. Here's a snapshot of what we expect in day-to-day behavior.

Dress Code

Our dress code is **Smart Casual**, including jeans, slacks, shirts, or ethnic formalwear. When meeting external stakeholders, please dress formally. Clothing should be clean and non-distracting. We respect cultural and religious attire.

Cybersecurity & Digital Devices

AI4Nation takes data security seriously.

Use your devices responsibly:

- Use strong passwords
- Don't access unsafe sites
- Don't download pirated or suspicious content
- Don't store or transmit sensitive info on personal devices

Avoid recording confidential meetings or data unless approved.

Internet Usage

You may use company internet for personal reasons occasionally, but don't let it disrupt work. Avoid:

- Sharing confidential info
- Accessing risky websites
- Downloading illegal media
-

Cell Phone

Keep personal phone use discreet and responsible:

- Avoid long personal calls during work
- Never use phones in restricted areas (labs, meetings)
- Don't share confidential info via phone
-

Corporate Email

Use email professionally:

- Sign up only for job-relevant services
- Don't spam
- Don't leak confidential info

If unsure, ask our cybersecurity lead.

Social Media

Feel free to use social media personally — just:

- Stay professional
- Use disclaimers like “opinions are my own”
- Never leak internal data

If posting officially for AI4Nation:

- Coordinate with marketing/PR

- Follow branding and copyright rules
-

Conflict of Interest

Avoid personal or financial interests that affect your decision-making. Accepting bribes, hiring relatives unfairly, or leaking IP will lead to disciplinary action.

Speak with your manager or HR when in doubt.

Employee Relationships

We support healthy friendships and peer relationships. But:

- Avoid public displays of affection
- Don't gossip about dating colleagues
- Managers may not date direct reports or influence their hiring
-

Hiring Relatives

You may refer a relative, but:

- Don't be involved in their hiring/interview process
- Don't supervise or report directly to them

If conflicts arise (e.g. marriage within teams), we may transfer one of the parties.

Visitors

To bring a guest:

- Inform HR or the front office in advance
- Ensure guests sign in and wear visitor badges
- Escort them throughout their visit

When you have office visitors, you also have responsibilities:

- Always tend to your visitors (especially when they are underage)
- Keep your visitors away from areas where there are dangerous machines, chemicals, confidential records or sensitive equipment
- Prevent your visitors from proselytizing your colleagues, gathering donations or requesting participation in activities while on our premises

Anyone who delivers orders, mail or packages for employees should remain at our building's reception or gate. If you are expecting a delivery, front office employees or security guards will notify you so you may collect it.

Solicitation and Distribution

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our company (e.g. religious proselytism, asking for petition signatures). **Distribution** means disseminating literature or material for commercial or political purposes.

We don't allow solicitation and distribution by non-employees in our workplace.

As an employee, you may solicit from your colleagues only when you want to:

- Ask colleagues to help organize events for another employee (e.g. adoption/birth of a child, promotion, retiring)
- Seek support for a cause, charity or fundraising event sponsored, funded, organized or authorized by our company
- Invite colleagues to employee activities for an authorized non-business purpose (e.g. recreation, volunteering)
- Ask colleagues to participate in employment-related activities or groups protected by law (e.g. trade unions)

In all cases, we ask that you do not disturb or distract colleagues from their work.

Progressive Discipline

We outline steps we will take to address employee misconduct. We want to give employees a chance to correct their behavior when possible and assist them in doing so. We also want to ensure that we thoroughly investigate and handle serious offenses. Our progressive discipline process has six steps of increasing severity. These steps are:

- i. Verbal warning
- ii. Informal meeting with supervisor
- iii. Formal reprimand
- iv. Formal disciplinary meeting
- v. Penalties
- vi. Termination

Different offenses correspond to different steps in our disciplinary process. For example, minor, one-time offenses (e.g. breach of our dress code policy) will trigger Step 1. More severe violations (e.g. sexual harassment) will trigger Step 5.

If you manage employees, inform them when you launch a progressive discipline process. Pointing out a performance issue is not necessarily a verbal warning and may be part of your regular feedback. If you judge that progressive discipline is appropriate, let your team member know and ask HR to help you explain our full procedure.

Managers may skip or repeat steps at their discretion. Our company may treat circumstances differently from that described in this policy. But, we are always obliged to act fairly and lawfully and document every stage of our progressive discipline process.

Keep in mind that our company isn't obliged to follow the steps of our progressive discipline process. As you are employed "at-will" in the U.S., we may terminate you directly without launching a progressive discipline process. For serious offenses (e.g. sexual harassment), we may terminate you without warning.

Resignation

You resign when you voluntarily inform HR or your manager that you will stop working for our company. We also consider you resigned if you don't come to work for three consecutive days without notice.

You are not obliged to give us advance notice before resigning. But, for efficiency's sake, and to make sure our workplace runs smoothly, we ask that you give at least two weeks' notice, if possible. If you hold a highly specialized or executive position, we ask that you give us at least a month's notice, when possible.

We accept verbal resignations, but we prefer that you submit a written and signed notice of resignation for our HR records. We will reply with an acceptance of resignation letter within two days. HR will inform your manager that you are resigning if you haven't already done so. Whether you want to announce your resignation to your team is up to you, but we encourage you to be open.

Tuition or Relocation Reimbursement

If you have relocated or studied at our company's expense, you are bound by your contract to remain with us for at least two years. If you resign before that period, you may have to reimburse us for part or all of these expenses.

Forced Resignation

You can resign anytime at your own free will and nobody should force you into resignation. Forcing someone into resigning (directly or indirectly) is constructive dismissal and we won't tolerate it. Specifically, we prohibit employees from:

- Creating a hostile or unpleasant environment
- Demanding or coaxing an employee to resign
- Victimizing, harassing or retaliating against an employee
- Forcing an employee to resign by taking unofficial adverse actions (e.g. demotions, increased workload)
-

Termination

Terminating an employee is always unpleasant but sometimes necessary. If that happens, we want to ensure we act lawfully and respectfully.

We may terminate an employee either for cause or without cause.

For cause termination is justified when an employee breaches their contract, engages in illegal activities (e.g. embezzlement), disrupts our workplace (e.g. harasses colleagues), performs below acceptable standards or causes damage or financial loss to our company.

Without cause termination refers to redundancies or layoffs that may be necessary if we cease some of our operations or re-assign job duties within teams. We will follow applicable laws regarding notice and payouts.

We will offer severance pay to eligible employees. We may also help employees who were terminated without cause to find work elsewhere, if possible.

We may also compensate accrued vacation and sick leave upon termination, depending on local law. Whenever local law doesn't have relevant stipulations, we will pay accrued leave only to those who weren't terminated for cause. We will also take into account union agreements and abide by agreed terms.

If you manage team members, avoid wrongful dismissal. When you terminate an employee for cause, we expect you to be certain you made the right choice and keep accurate performance and/or disciplinary records to support your decision.

References

When we terminate employees, we may provide references for those who leave in good standing. This means that employees shouldn't have been terminated for cause. If you are laid off, you may receive references. Please ask your manager.

If you resign, you may ask for references and your manager has a right to oblige or refuse.

Policy Revision

We will always strive for fairness and equal opportunity and penalize offensive and illegal behaviors. But, as laws and our environment change, we may revise and modify some of our policies.

We have established an annual revision of our handbook to bring it up to date with legislation and employment trends. We also ask you to contact HR if you spot any inconsistencies or mistakes. And, if you have any ideas about how to improve our workplace, we are happy to hear them.

Employee Acknowledgement

Please sign to acknowledge that you've read this handbook and that you are committed to following our policies. If you need any clarifications, feel free to ask HR.

Date: .../.../...

Signature: