

# **Employee Handbook: US Region**

## **1. EMPLOYMENT AT WILL**

Employment with the Company is "at-will." This means that either you or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice.

## **2. ANTI-DISCRIMINATION & HARASSMENT**

The Company maintains a zero-tolerance policy regarding harassment based on race, color, religion, sex, national origin, age, or disability. All reports of harassment will be investigated immediately by HR. Retaliation against complainants is strictly prohibited.

## **3. PAID TIME OFF (PTO)**

- Accrual Rate: Employees accrue 1.25 days of PTO per month (15 days/year).
- Carryover: A maximum of 5 days can be carried over to the next calendar year.
- Approval: PTO requests exceeding 3 consecutive days require manager approval at least 2 weeks in advance.

## **4. 401(k) RETIREMENT PLAN**

- Eligibility: Employees are eligible to join the plan on the first of the month following 30 days of employment.
- Matching: The Company matches 100% of employee contributions up to the first 3% of salary, and 50% of the next 2%.
- Vesting: Company matching contributions are 100% vested immediately.

## **5. REMOTE WORK**

- Hybrid Model: US employees are expected to be in the office 3 days a week (Tue-Thu).
- Equipment: A one-time stipend of \$500 is provided for home office setup.