Company Overview

Our company is committed to building delightful software experiences. We operate in hybrid mode with flexible working hours and a remote-first policy.

Holiday Calendar

Official holiday list: https://example.com/holidays

We observe 15 public holidays annually.

Leave & Time-off Policy

- Apply for leave through the HR Portal

- Notify your manager at least 3 working days in advance

- Check your leave balance in your profile

Reimbursement Guidelines

- Submit receipts via the Expense Portal

- Categories: travel, meals, team events

- Processed within 7 working days

IT & Asset Requests

- Request laptops/monitors via: https://example.com/assets

- Processed within 48 hours

Design & Brand Requests

- Request assets via: https://example.com/design

- Include brand guidelines and deadline

Team Communication Norms

- Use Slack for updates and collaboration

- Each team has its own Slack channel

- Use threads to keep discussions organized

Onboarding Steps

- Install Slack, Notion, company VPN

- Set up email: https://example.com/email

- HR intro call in first week

Quick Access Links

- Leave: https://example.com/leave

- Expenses: https://example.com/expenses

- Design: https://example.com/design

- IT Support: https://example.com/assets