Company: Acme Technologies Pvt. Ltd.

Document: Employee Handbook

Version: 2025.1

Date: July 30, 2025

SECTION 1: INTRODUCTION

Welcome to Acme Technologies! This handbook provides important information about our company policies, benefits, and procedures. Please read it carefully and refer to it whenever you have questions about your employment.

SECTION 2: COMPANY VALUES

- Integrity: We act with honesty and transparency.

- Innovation: We encourage creative solutions and continuous improvement.

- Customer Focus: We put our clients at the center of everything we do.

- Teamwork: We believe in the power of collaboration.

SECTION 3: EMPLOYEE BENEFITS

3.1 Health Insurance

All full-time employees are eligible for comprehensive health insurance coverage, including medical, dental, and vision care. Coverage begins on the first day of the month following your date of hire.

3.2 Paid Time Off (PTO)

Employees accrue PTO at the following rates:

- 0-1 years: 15 days per year

- 1-5 years: 20 days per year

- 5+ years: 25 days per year

3.3 Parental Leave

Acme Technologies offers 12 weeks of paid parental leave for the birth or adoption of a child.

SECTION 4: WORKPLACE POLICIES

4.1 Equal Opportunity Employment

We are committed to providing equal employment opportunities regardless of race, gender, religion, age, or disability.

4.2 Code of Conduct

Employees are expected to maintain professional behavior at all times. Harassment, discrimination, or unethical conduct will not be tolerated.

4.3 Remote Work Policy

Employees may request to work remotely up to 3 days per week, subject to manager approval.

SECTION 5: IT AND SECURITY

5.1 Acceptable Use Policy

Company devices and networks must be used for business purposes only. Do not share your passwords or access confidential data without authorization.

5.2 Data Privacy

All personal and customer data must be handled in accordance with the Data Protection Act, 2020.

SECTION 6: FREQUENTLY ASKED QUESTIONS

Q: When does my health insurance coverage start?

A: Coverage begins on the first day of the month following your date of hire.

Q: How many days of PTO do I get after 3 years of service?

A: You will accrue 20 days of PTO per year after 3 years of service.

Q: Can I work from home every day?

A: No, remote work is limited to 3 days per week with manager approval.

Q: What should I do if I witness harassment?

A: Report the incident to your manager or HR immediately.

Q: Who do I contact for IT support?

A: Email support@acmetech.com or call extension 1234.

SECTION 7: EMERGENCY PROCEDURES

7.1 Fire Safety

In case of fire, evacuate the building using the nearest exit and assemble at the designated meeting point.

7.2 Medical Emergency

Call the emergency number 100 and notify the office manager.

7.3 Data Breach

If you suspect a data breach, contact the IT Security Officer immediately.

SECTION 8: COMPANY HOLIDAYS (2025)

- January 1: New Year's Day

- March 17: Holi

- May 1: Labour Day

- August 15: Independence Day

- October 2: Gandhi Jayanti

- December 25: Christmas Day

SECTION 9: CONTACT INFORMATION

HR Department: hr@acmetech.com

IT Support: support@acmetech.com

Facilities: facilities@acmetech.com

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