

TECHTALIZE Talent HANDBOOK

OF



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1 - INTRODUCTION

1.1 Welcome

Dear Valued Talent,

Welcome to Techtalize, a design organization located in Canada (“Employer”). This Talent handbook (“Handbook”) contains general information on policies, practices, and benefits of the Employer. It is written to introduce Talents to the Employer and get familiarized with it, provide general guidelines on work rules, benefits, and other issues related to employment. Furthermore, this Handbook should attempt to answer any additional questions in connection with our workplace environment. This Handbook is designed as an overview and guideline and therefore cannot cover everything that pertains to employment in relation to the Employer. Please feel free to seek clarification from a supervisor of the Employer regarding any topic of concern in this Handbook.

We look forward to working together with you!

1.2 - Purpose of this Handbook

This Handbook, divided into roughly five (5) parts, aims to clarify, explain, and offer a handy reference for the general terms of employment with the Employer, namely general employment details, compensation, benefits, standards of conduct, and the Talents' rights and policies pertaining thereto. It cannot, by nature, cover everything and is therefore not meant to be exhaustive. It is also subject to change, and therefore not binding. It is simply a resource to guide Talents to the standard policies of the Employer. As such, the Employer does not intend that anything in this Handbook constitutes an employment contract or an offer of an employment contract, express or implied, or that this Handbook is in any way deemed by any person, to create any legally binding rights to continuing employment or to specific terms or conditions of employment.

1.3 - Changes in Policy

The Employer reserves the right to modify any policies, benefits, or procedures at any time, excluding the "At-Will Employment" policy in Section 2.1 of this Handbook. Ideally, timely notification will be given to Talents, although changes are considered adequate without such notice.

2 - GENERAL EMPLOYMENT

2.1 - Details of Employment

All remote employment allows resignation at any time, with or without notice. Similarly, we can conclude your employment at any time within reason.

2.1 - Employment Classifications

In Techtalize, the Employer classifies Talents as volunteers that complete projects within a deadline while adhering to the Company Handbook. All Talents must ensure that they diligently follow the tasks assigned for their Individual Action Plan as well as assigned projects.

a.) **Probationary Period.** Probation (or probationary period) is a status given to new Talents for a certain period after joining the Employer ("Probation Period"). This status allows the Team Leaders to evaluate the performance of a new Talent. The Probation Period will last for a maximum of 30 days and will conclude with a formal review of the Talent by management. Upon satisfactory completion of the Probation Period, the Talent will then enter a standard employment classification. Such classification shall allow the Talent to be eligible for all benefits and paid time off (PTO) as mentioned in this Handbook. During the Probation Period, Talents will be able to access such benefits required by law, such as Workers' Compensation insurance and Social Security.

3 - COMPENSATION

Base Salary: The Talent will not receive a traditional base salary. All Talents are volunteers that complete projects to enhance their experience.

4 - RIGHTS AND POLICIES

4.1 - Equal Opportunity Employment

We are an Equal Opportunity Employer, providing opportunities based on qualifications and capabilities, free from discrimination.

4.2 - Accommodation for Talents with Disabilities

The Employer agrees to comply with the Canadians with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable federal, state, and local fair employment practice laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the Employer will provide reasonable accommodation to disabled applicants and Talents if the reasonable accommodation would allow the individual to perform the essential functions of a job unless doing so would create an undue hardship.

If any Talent believes they need an accommodation due to a disability, said Talent is responsible for requesting any such accommodation from the Employer.

An Talent may make such requests orally or in writing and to include relevant information, such as:

- a.) A detailed description of the accommodation being requested;
- b.) A detailed reason for the accommodation; and
- c.) How the accommodation will help said Talent perform the essential functions of their duties and responsibilities.

After receiving an oral or written request by a Talent, the Employer will engage in an interactive dialogue to determine the precise limitations of a Talent's disability and explore the potential reasonable accommodations that could overcome those limitations. The Employer encourages Talents to suggest specific reasonable accommodations that they believe would allow them to perform their specific job; however, the Employer is not required to make the specific accommodation requested by an Talent and may provide effective alternative accommodation, to the extent any reasonable accommodation can be made without imposing undue hardship on the functioning of the Employer.

If a disability or need for accommodation is not obvious, the Employer may request an Talent to provide supporting documents showing that they have a disability within the meaning of the

ADA federal laws and that a Talent's disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, the Employer may require said Talent to schedule an appointment with a healthcare professional of their choosing and expense of the Employer. In such an event, if said Talent fails to provide the requested information or visit the designated health care professional, such accommodation requests may be denied. The Employer will keep confidential any medical information obtained in connection with any request for reasonable accommodation.

4.4 - Minors

We adhere to Fair Labor Standards Act (FLSA) regulations and state laws regarding minor employment.

Techtalize ensures that all Talents will be above the age of 18.

4.5 - Relatives of Talents

We reserve the right to decline or reassign employment due to familial relationships.

4.6 - Privacy

The Employer is respectful of each Talent's privacy. All Talent information, including but not limited to personal, demographic, and any other personal details, will be shared as required in day-to-day business activities. The Employer doesn't ask for, create, request, or receive private healthcare information when conducting normal business activities from its Talents. If, however, any Talent voluntarily shares personal healthcare information with a member of the Employer, all shared information will be kept confidential.

4.7 - Confidentiality

We protect trade secrets and confidential business information. Talents must maintain confidentiality.

Prohibited Disclosures

- Customer lists
- Insider information
- Business practices (marketing strategies, production processes, research and development, scientific and technological data, business records, product and service information)

Exceptions

- Disclosure necessary for work performance
- Authorized disclosures with written consent

Receiving Confidential Information

We take precautions to avoid receiving proprietary information from Talents or third parties.

Additional Policies for Remote Work

- Data security and confidentiality
- Virtual communication and collaboration guidelines
- Remote work environment requirements
- Time zone and scheduling considerations

5 - STANDARDS OF CONDUCT

5.1 – General

The Employer's rules and standards of conduct are crucial for a productive and respectful remote work environment. All Talents must familiarize themselves with these rules and standards, as they will be held accountable for adhering to them.

Unacceptable Behavior

The following actions are considered unacceptable in the virtual workplace, including but not limited to:

- a.) Unauthorized use or misuse of Employer-owned digital assets, software, or equipment.
- b.) Falsification of timekeeping records or misrepresenting work hours.
- c.) Possession, distribution, or discussion of illicit or unauthorized materials online.
- d.) Engaging in hostile, threatening, or violent language or behavior online.
- e.) Spreading rumors, gossiping, or engaging in defamation against colleagues.
- f.) Sharing confidential or sensitive information without authorization.

g.) Negligence or misconduct leading to damage of digital or physical assets.

h.) Insubordination, disrespect, or unprofessional behavior.

i.) Violating data protection, security, or privacy policies.

j.) Unauthorized access or disclosure of proprietary information.

k.) Harassment, bullying, or unwelcome verbal abuse.

l.) Excessive absenteeism or unapproved absences.

m.) Misrepresenting the Employer or its business practices.

n.) Using Employer-owned digital platforms for personal gain.

Virtual Workplace Expectations

Remote Talents are expected to:

- Maintain a secure and dedicated workspace.
- Adhere to data protection and security protocols.
- Use Employer-approved software and tools.
- Communicate professionally and respectfully online.
- Protect confidential information.

Reporting Concerns

If a remote Talent has concerns or questions about these standards, they should contact their Team Lead directly.

Disciplinary Action

Failure to comply with these standards may result in disciplinary action, up to and including termination of contract.

Amendments and Updates

The Employer reserves the right to update or modify these policies as needed. Remote Talents will be notified of any changes.

5.2 - Virtual Attendance and Availability

As a remote Talent, regular and punctual virtual attendance and availability are crucial to ensure seamless team collaboration and productivity. The Employer expects all remote Talents to be consistently available and responsive during their scheduled work hours.

Notification Requirements

If a remote Talent is unable to start work on time, experiences technical issues, or needs to take time off, they must notify their supervisor as soon as possible via:

- Direct phone call or video call (preferably)
- Email or instant messaging (if phone/video call is not possible)

Talents are expected to make every effort to communicate directly with their supervisors. In exceptional circumstances, leaving a voicemail message or sending an email is acceptable, but a follow-up call or message is required later that day to confirm.

Extended Absence

For absences exceeding one day, remote Talents must contact their supervisor daily to provide updates on their status.

Documentation

The Employer reserves the right to request supporting documentation (e.g., physician's statement) for:

- Long-term illness (3+ consecutive days)
- Multiple illnesses or injuries
- Recurrent absences

Consequences of Non-Notification

Failure to notify the supervisor after two consecutive days of unavailability will be considered voluntary resignation, resulting in removal from contract. The Employer will review extenuating circumstances that prevented notification.

Scheduling Medical or Dental Appointments

Remote Talents must notify their supervisor of any scheduled medical or dental appointments as soon as possible to ensure minimal disruption to work.

Disciplinary Action

Consistent attendance and punctuality are essential for remote team success. Repeated or excessive absenteeism, tardiness, or unavailability may lead to disciplinary action, up to and including termination of employment.

Technical Requirements

Remote Talents are expected to:

- Maintain reliable internet connectivity
- Ensure their workspace meets the Employer's security and data protection standards
- Keep their software and equipment up-to-date to facilitate seamless communication and collaboration

By adhering to this policy, remote Talents demonstrate their commitment to teamwork, productivity, and maintaining a positive and efficient work environment.

5.3 - Dress Code

As a remote Talent, there is no specific dress code requirement as long as Talents dress in an appropriate way to present themselves to the team and businesses.

5.4 - Remote Work Safety and Security

The Employer prioritizes the safety and security of remote Talents. To maintain a secure remote work environment:

Remote Work Safety Expectations

- a.) Ensure a dedicated workspace free from hazards.
- b.) Comply with local health and safety regulations.
- c.) Report any work-related injuries or incidents to the Employer immediately.
- d.) Maintain confidentiality and data protection.

e.) Use Employer-approved software and tools.

Data Security

a.) Use strong passwords and keep them confidential.

b.) Regularly update software and operating systems.

c.) Use antivirus software and firewalls.

d.) Encrypt sensitive data.

Cybersecurity Best Practices

a.) Avoid using public Wi-Fi for work-related activities.

b.) Verify email senders and avoid phishing scams.

c.) Keep personal and work devices separate.

Reporting Incidents

Remote Talents must report any security incidents, data breaches, or safety concerns to their supervisor immediately.

Training and Resources

The Employer will provide remote Talents with:

a.) Regular cybersecurity training.

b.) Data protection guidelines.

c.) Remote work safety resources.

Disciplinary Action

Failure to comply with these policies may result in disciplinary action, up to and including termination of contract.

Questions and Concerns

Remote Talents should direct any questions or concerns about these policies to their supervisor.

5.5 - Discrimination and Sexual Harassment

The Employer is committed to maintaining a respectful and inclusive remote work environment, free from discrimination, harassment, and retaliation.

Prohibited Conduct

The Employer prohibits:

- Discrimination based on race, ethnicity, religion, sex, gender, national origin, age, disability, military or veteran status, or any protected status.
- Sexual harassment, including unwelcome advances, requests, or conduct.
- Retaliation against Talents reporting or cooperating with investigations.

Reporting Incidents

Remote Talents should promptly report incidents of discrimination, harassment, or retaliation to their supervisor or HR.

Investigation and Action

The Employer will investigate reports thoroughly and impartially, taking disciplinary action up to termination.

5.6 - Substance Abuse

The Employer maintains a substance-free workplace.

Remote Work Expectations

- Remote Talents must not work under the influence of substances.
- Report concerns about substance abuse to your supervisor.

5.7 - Social Media Policy

Remote Talents must use social media and online platforms responsibly.

Prohibited Online Conduct

- Harassment, threats, or discriminatory behavior.
- Sharing confidential or proprietary information.
- Using Employer's name or logo without permission.
- Posting harmful or illegal content.
- Misrepresenting the Employer's views.

Reporting Online Misconduct

Remote Talents should report online misconduct to their supervisor.

Disciplinary Action

Failure to comply with these policies may result in disciplinary action, up to and including termination.

Additional Resources

- Cybersecurity training.
- Online harassment reporting procedures.
- Substance abuse support.

Questions and Concerns

Remote Talents should direct questions or concerns to their supervisor.

5.8 - Disciplinary Action

The Employer's disciplinary action aims to fairly and impartially address behavior and performance issues in the remote workplace.

Disciplinary Action Process

Disciplinary action may involve:

- Written warning via email/documentation
- Suspension or termination of employment

Severity and Frequency

The Employer considers the severity and frequency of issues when determining disciplinary action.

Discretionary Action

The Employer reserves the right to administer disciplinary action at its discretion, based on circumstances.

Serious Offenses

Certain behaviors may warrant immediate termination without prior disciplinary action.

Handbook Amendments

The Employer reserves the right to modify, suspend, or cancel policies, procedures, programs, and benefits with or without notice.

Precedence

In conflicts between this Handbook and contract documents, contract documents prevail.

Flexibility

This Handbook cannot cover every situation. The Employer addresses unique situations with flexibility and discretion.

Acknowledgement

By continuing remote work, Talents acknowledge understanding and agreement with these policies.

To confirm again, Talents should keep in mind that this Handbook cannot address every situation that could arise in the workplace as certain situations require flexibility to be properly addressed.

This Handbook is effective as of the undersigned date and may be updated at any time.

I, as an Talent, acknowledge that I have read and agree to the above terms and conditions made in this Handbook.

Talent Signature: _____ Date: _____

Print Name: _____

Key Contacts

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