InnovateX Human Resources Policy Manual

This manual outlines the Human Resources policies and procedures for all InnovateX employees. It covers topics such as employment at will, equal employment opportunity, workplace conduct, attendance and punctuality, performance reviews, compensation and benefits, leave of absence, and employee grievance procedures. All employees are expected to familiarize themselves with these policies. InnovateX is committed to providing a respectful, productive, and safe work environment. Any questions regarding these policies should be directed to the HR department at hr@innovatex.com. Regular updates to this manual will be communicated via official company channels.