

Sample Company Employee Handbook (with Project Requirements)

Work Hours

Our standard work hours are from 9:00 AM to 5:00 PM, Monday through Friday. Employees are expected to be punctual and notify their manager in advance if they will be late.

Remote Work Policy

Employees may work remotely up to two days per week with prior approval. All remote work must comply with company data security policies.

Vacation Policy

Employees accrue vacation at a rate of 1.5 days per month. Unused vacation days can roll over up to a maximum of 15 days.

Code of Conduct

Employees must maintain professional behavior at all times. Harassment, discrimination, or misconduct of any kind will not be tolerated.

Project Requirements

The following technologies and concepts are required for the internal AI project:

- Python (for backend development)
- Flask (for building microservices)
- Large Language Models (LLMs) for natural language understanding
- Pinecone as a vector database
- Retrieval-Augmented Generation (RAG) workflow
- LangChain for orchestration
- Vectorized Databases for storing embeddings