

# ■ TechCorp Solutions Employee Handbook

Effective Date: [Insert Date]

Version: 1.0

## Welcome to TechCorp Solutions

Welcome to TechCorp Solutions! We're excited to have you join our team. This handbook is designed to help you understand our company's values, expectations, and policies so you can thrive personally and professionally.

Our mission is to deliver innovative technology solutions that empower businesses to grow, while maintaining a workplace culture based on respect, collaboration, and continuous improvement.

## 1. Company Overview

**Name:** TechCorp Solutions, Inc.

**Founded:** [Year]

**Headquarters:** [City, State]

**Industry:** Technology Services / Software Development

### Our Values:

- Integrity
- Innovation
- Excellence
- Collaboration
- Accountability

## 2. Employment Policies

TechCorp Solutions is an equal opportunity employer. We do not discriminate based on race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other protected status.

Employees are classified as full-time, part-time, or contract based on their hours and employment terms. A 90-day probationary period applies to all new hires.

### **3. Work Hours and Attendance**

Standard work hours are 9:00 AM – 5:00 PM. Remote and hybrid options are available. Consistent attendance and punctuality are expected.

### **4. Remote Work Policy**

TechCorp Solutions supports flexible work arrangements when possible. Employees working remotely must maintain a secure, reliable workspace and adhere to data protection standards.

### **5. Code of Conduct**

All employees must act professionally, avoid conflicts of interest, and protect company information. Harassment, discrimination, and misuse of resources are strictly prohibited.

## **6. Compensation and Benefits**

Employees are paid bi-weekly via direct deposit and receive benefits such as health insurance, PTO, and retirement contributions.

## **7. Time Off and Leave**

Full-time employees accrue PTO based on tenure and receive paid holidays and sick leave.

## **8. Data Security and Confidentiality**

Protecting company and client data is essential. Use only company-approved tools and report any breaches immediately.

## **9. Company Property and IT Usage**

Company devices are for business use only. Communications should remain professional and secure.

## **10. Performance and Growth**

Performance reviews occur bi-annually. Employees are encouraged to engage in continuous feedback and professional development.

## **11. Disciplinary Policy**

Depending on severity, disciplinary actions range from verbal warnings to termination. Serious offenses may result in immediate termination.

## **12. Resignation and Termination**

Employees should provide at least two weeks' notice before resignation. All company property must be returned upon departure.

### **13. Acknowledgment Form**

I acknowledge that I have received, read, and understand the TechCorp Solutions Employee Handbook. I agree to comply with the policies and guidelines contained herein.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_