

# Welcome to the Company

Welcome to our team! This document outlines key HR policies designed to foster a professional, safe, and inclusive work environment.

We value respect, integrity, innovation, and collaboration. Our goal is to support each employee in achieving their highest potential.

Please read this document thoroughly and consult the HR team if you have any questions or need clarification.

# Leave and Time Off Policy

Employees are entitled to the following leave types:

- Paid Time Off (PTO): 15 days per calendar year, accrued monthly.
- Sick Leave: 5 days annually, non-cumulative.
- Parental Leave: 12 weeks of paid leave for new parents, subject to eligibility.
- Bereavement Leave: Up to 3 days for the loss of an immediate family member.
- Public Holidays: As declared in the company holiday calendar.

All leave must be applied through the HR portal and approved by the reporting manager.

Emergency leave should be communicated as soon as possible.

# Workplace Conduct and Ethics

We are committed to maintaining a workplace that is respectful, inclusive, and free from harassment and discrimination.

- All employees must behave professionally and ethically.
- Discrimination based on race, gender, age, religion, or disability is not tolerated.
- Harassment of any kind, including sexual harassment, is a serious offense and will be dealt with strictly.
- Employees must avoid any conflict of interest and disclose any potential conflicts to HR.

Violation of these standards may result in disciplinary action, up to and including termination.

## **Work Hours and Remote Work Policy**

Standard work hours are 9:00 AM to 5:00 PM, Monday through Friday, with a one-hour lunch break.

Remote work is permitted under the following conditions:

- The employee's role is eligible for remote work.
- The employee maintains consistent productivity and is available during core hours (10:00 AM to 4:00 PM).
- A formal remote work agreement is signed and approved by the manager.

Employees are expected to attend all virtual meetings on time and maintain professional conduct while working remotely.

## **Performance and Evaluation**

Performance evaluations are conducted twice a year to assess achievements, provide feedback, and discuss growth opportunities.

- Employees are encouraged to set SMART goals with their managers.
- Continuous feedback and self-assessments are part of our performance process.
- Promotions and raises are based on merit, contribution, and alignment with company values.

Employees can request feedback or one-on-one meetings at any time to discuss their development.

## **Compensation and Benefits**

Our compensation structure is competitive and reviewed annually based on market standards and individual performance.

- Health Insurance: Comprehensive health coverage for employees and dependents.
- Retirement Benefits: Company-matched 401(k) plan or equivalent local option.
- Bonuses: Performance-based bonuses may be awarded at the end of the fiscal year.
- Learning and Development: Employees can access budgets for online courses, certifications, and conferences.

Details about each benefit are available in the Employee Benefits Handbook or via the HR portal.

# Employee Grievances and Reporting

Employees are encouraged to voice concerns without fear of retaliation.

- Grievances should be reported to HR or through the anonymous ethics hotline.
- HR will investigate all complaints confidentially and take appropriate action.
- Open-door policy: Employees may approach any manager or HR representative for support.

Our aim is to resolve issues constructively and fairly, ensuring a respectful workplace for everyone.