WELCOME TO THE VALOORES GROUP

ONBOARDING BOOKLET

Welcome!

You are an important asset to our team/family, and we are looking forward to a long, productive and mutually fulfilling time together.

Valoores offers a diverse environment with many opportunities for you to grow professionally and personally. We are a company full of passionate people and we recruit the most innovative and intelligent people.

This employee handbook has been prepared to give you general information about work environment, policies, rules, regulations and benefits.

We hope that this handbook will provide you with the support, resources and guidance necessary for you to start your career with confidence.

If you have any questions please forward them to your immediate supervisor. In addition, feel free to contact the Human Resources Department for any questions regarding this handbook and other policies.

Once again please accept our best wishes for the opportunity to contribute to Valoores' success.

Welcome to Valoores family!

"Coming together is a beginning, staying together is progress,

And working together is success."

Henry Ford

About Valoores

History:

Founded in 1989 in France, a privately held company, based on Soft Solutions expertise in Business Intelligence and software development.

We are the leading provider of decision-support and operations execution software worldwide.

Mission:

To offer flexible solutions based on the latest technology, customizable to fit the client's business needs, in order to make smarter decisions that will improve their competitive advantage. We are dedicated to insure our solutions optimize company's operational results and reduce administrative cost, while helping clients maintain regulatory compliance and international standards.

Vision:

Is to touch every aspect of the market regardless of the line of business to be able to cover a company's life-cycle from pain to gain based on a solid information system.

Core Values:

As part of Valoores family, we will ensure that out conduct is consistent with and reflects the values protected throughout the years:

VAL**OO**RES**ULT**

VAL**OO**RES**PECT**

VAL**OO**RES**OLUTION**
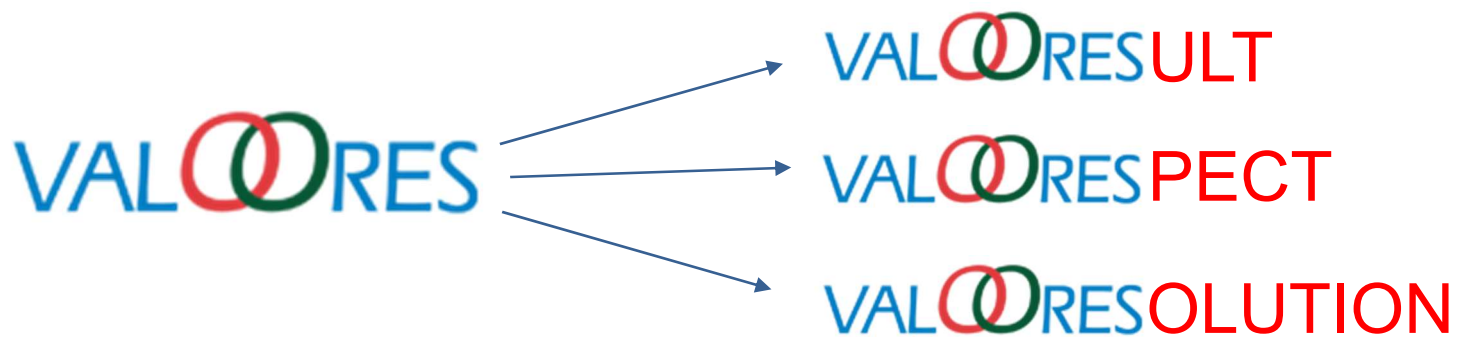
The 3 main drivers of our company:

Our culture indicates that customer and employee satisfaction cannot be achieved without these 3 drivers: Result, Respect and Resolution.

- Result: In order to achieve success we believe that individual commitment to a group effort will lead us to success. Our success depends on every team member's efforts. We work together toward a common goal and direct individual accomplishments toward organizational objectives.

- Respect: Respect is a workplace value. Our people respect and trust each other. By implementing respect on all levels, we will be able to achieve the best of ourselves.

- Resolution: We need to give the best resolution internally, and externally in order to achieve success.

"Alone, we can do so little; together we can do so much." -- Helen Keller

This cycle is inter-related:

1- Time2Respect: Understanding the meaning and importance of time is essential to respect it. And since our departments are inter-related, when we have a task, it is really important to respect time, schedules, and meetings. If one of the teams doesn't respect the time, we will not be able to deliver the project on time. This is not only related to work. We need to respect also each other, attendance, rules and regulations etc.

2-Target2Reach: We always have a target to reach: it is to deliver good products. And within the limit set for the time, we should fulfill and reach our targets. Individual target is to be taken into consideration in order to reach global target.

3-Trust2Restore: cooperation and team work are what makes Valoores one of the market leaders. The trust is the result of the above guidelines. Once the target is reached within the time limit, the client satisfaction is achieved. And thus, it is really important to cooperate with colleagues and gain first of all confidence in ourselves, in order to gain the trust and respect of our client.

4- Team2Rebuild: we come to the second step of success when we replicate all of our efforts in the team. In this way, we will be able to build a strong team that will be ready to challenge everything. Dedication, synergy and operating on multiple levels are what makes us successful.

5- Transparency2Retain: To keep a stable flow of work and for every employee to reach his/her targets, we need to report findings, achievements as well as failures. Keeping a single version of the truth empowers transparency and the good communication that should be applied amongst team members.

6-Thomas2Remove: When we are transparent, we will be able to remove all the doubts, demotivation and fear that we have in ourselves and in the projects. We can of course do reverse engineering and think about all these T2Rs, in the other way. So, when we remove doubt, we will be transparent and by being transparent we will be able to build a team and restore the trust between us. And by restoring the trust, we will reach our target and by reaching our target we will gain the respect of our clients.

To summarize,

"Together we can move mountains"

Working hours:

From Monday to Friday, 8:00 am to 6:00 pm

Lunch break 12:30 pm– 1:30 pm

Cafeteria:

1st floor, Open from 9.00 am till 4.00 pm

Fridge and microwaves at your disposal should you prefer to bring your lunch

Dress code:

Our year-round acceptable dress code is the Business Casual style.

For both men and women, clothing should have a good fit thus should not be too tight or loose.

For men: Always wear a shirt with buttons and collar that is tucked-in. Athletic shoes, flip-flops, athletic clothes, button less and collar-less shirts, t-shirts, shorts, and pants below waistline are unacceptable.

For women: Athletic shoes, flip-flops, athletic clothes, shorts, off-the-shoulder tops, strapless and backless tops (unless with jackets), leggings, see through revealing clothing, mini-skirts and spaghetti-strap dresses are unacceptable.

Official holidays:

You will be granted official holidays that are approved by the Ministry. The HR department will send you an informative email before each holiday.

Internet use:

There is no internet on the employee's PCs, but there is for each department a computer having internet, dedicated to Research. Use Internet for work purposes only.

Cell phone:

Cell phone calls are prohibited inside the company premises. For urgent matters, you can use our company phone. If you have to use your personal cell phone, you can use it in the cafeteria.

Car park:

Outdoor and indoor car parks available. When parked outside and blocking other(s) car(s), make sure to have your name and extension number on the car.

Smoking:

Valoores is a smoke free environment. Smoking is prohibited and is not permitted on the stairs, between the floors, inside the cafeteria. You can smoke on the balcony of the cafeteria.

Daily Report:

A predefined standard format describing all the tasks you worked on has to be completed at the end of each day and emailed to your Team leader, copy your Head of Department and HR department.

Lateness/ Absence:

Habitual lateness or absenteeism is not tolerated. You must notify your supervisor if you anticipate being late to work. Excessive tardiness or leaving the work early without an excuse will subject the individual to *disciplinary action*.

Any anticipated event, should be approved by the Head of Department.

In case of unanticipated event, make sure to inform your team leader on the first day of your absence.

Leaves:

Leave Type	General Information
Annual Leave	An employee may use annual leave for vacations, rest and relaxation, and personal business or emergencies. An employee has the right to take 15 annual leave, after the completion of the first year of employment.
Absence without leave	Any vacation should be approved by your Team Leader and sent to HR department prior the date. Any unscheduled absence from work should be reported to your Team Leader/HR department as soon as possible and not later than 9:00 am.
Funeral leave	A maximum of 5 days of Funeral leave may be granted to an employee whose immediate relative dies: father, mother, brother, sister, wife, husband or child.
Sick leave	An employee may use sick leave for personal medical needs. Any sickness should be covered by a medical report and approved by the company's doctor. This report should be given to HR as soon as possible. An appointment with the company's doctor can be taken every Monday. An employee cannot have any sickness days during the 3 probation months.
Marriage leave	An employee will be granted a one-time 5 day leave.
Maternity and Paternity leave	Female employees will be entitled to 70 maternity leave days. Male employees will be entitled to 3 paternity leave days.