

Note to team: These are some foundational questions that will be pre-populated in the chatbot. These answers will come from the client onboarding questionnaire and employee handbook.

1. How do I request time off?

- Answer: You can request time off by submitting a request through our HR system, Gusto. As we offer unlimited PTO, please ensure adequate coverage for your responsibilities when planning your time off.

2. What healthcare benefits are provided?

- Answer: We provide 100% employer-paid medical, dental, and vision insurance for all full-time employees. Our healthcare provider is Aetna.

3. Is there a retirement plan available?

- Answer: Yes, we offer a 401(k) retirement plan through John Hancock with a 3% employer match.

4. How often are employees paid?

- Answer: Employees are paid bi-weekly via direct deposit.

5. Can I work remotely?

- Answer: Yes, remote work is the default arrangement for all employees. We trust our team to manage their time effectively and maintain open communication while working remotely.

6. What is the company's mission?

- Answer: Our mission is to empower justice-minded organizations to create impactful brands and foster meaningful connections in pursuit of a more just and equitable society.

7. How much parental leave am I entitled to?

- Answer: We offer 12 weeks of paid parental leave to all eligible employees, regardless of gender, following the birth or adoption of a child.

8. Are there opportunities for professional development?

- Answer: Yes, we support employee growth and development through various opportunities, including training programs, conferences, and mentorship initiatives.

9. What is the technology stipend for?

- Answer: The technology stipend of \$400 annually is provided to enhance your workspace and support your work-related technology needs.

10. How do I report harassment or discrimination?

- Answer: Any instances of harassment, discrimination, or disrespectful behavior should be reported immediately to HR or your supervisor for prompt action and resolution.

11. Can I use PTO for sick leave?

- Answer: Yes, you can use PTO for sick leave or any other personal reasons as needed.

12. Are there any restrictions on using PTO?

- Answer: While we offer unlimited PTO, we encourage responsible time management and ensuring adequate coverage for your responsibilities when taking time off.

13. How do I access the employee handbook?

- Answer: The employee handbook is accessible through our company's intranet through Microsoft Teams.

14. What is the company's stance on diversity and inclusion?

- Answer: We are committed to fostering a diverse and inclusive workplace where all employees feel valued, respected, and supported.

15. Can I work from any location?

- Answer: Yes, employees may choose to work from a location of their preference, provided it allows for a productive work environment and adheres to company policies.

16. What expenses are eligible for reimbursement?

- Answer: Employees are eligible for a monthly reimbursement of up to \$200 for internet and phone expenses related to their work.

17. How do I update my personal information with the company?

- Answer: You can update your personal information, including address, contact details, and emergency contacts, through our HR system.

18. What happens if I need time off unexpectedly?

- Answer: In the event of unexpected time off, please notify your supervisor as soon as possible to ensure proper coverage and support.

19. Is there a probationary period for new hires?

- Answer: No, we do not have a formal probationary period for new hires.

20. How are performance evaluations conducted?

- Answer: Performance evaluations are conducted annually and may include feedback from supervisors, peers, and self-assessment.

21. Can I enroll my dependents in the company's healthcare plan?

- Answer: Yes, eligible dependents can be enrolled in the company's healthcare plan. Enrollment must be completed within 30 days of being hired, during our annual open enrollment period (December 1- 31), or during a qualifying event.

22. Are there opportunities for advancement within the company?

- Answer: We prioritize internal growth and development and encourage employees to pursue opportunities for advancement within the company.

**23. How are conflicts resolved within the team?**

- Answer: We encourage open communication and collaboration to resolve conflicts constructively, with support from HR or management as needed.

**24. What is the dress code policy?**

- Answer: We maintain a business casual dress code, with flexibility for remote work environments.

**25. How are company values integrated into daily operations?**

- Answer: Our core values of passion for justice, authenticity, collaborative spirit, creativity and innovation, and integrity and ethics are embedded in our culture, decision-making processes, and interactions with clients and stakeholders.

**26. Are there opportunities for volunteer work or community involvement?**

- Answer: Yes, we encourage employees to participate in volunteer activities and community involvement initiatives that align with our values and mission.

**27. Can I request a leave of absence for personal reasons?**

- Answer: Employees may request a leave of absence for personal reasons, subject to approval by HR and management.

**28. How are employee suggestions or feedback addressed?**

- Answer: We welcome employee suggestions and feedback through regular channels such as team meetings, surveys, and one-on-one discussions, with a commitment to addressing and implementing actionable insights.

**29. How can I access training and development resources?**

- Answer: Training and development resources are available through our learning management system, where employees can access a variety of courses and learning opportunities to support their professional growth.