

[Company Logo] - New Horizon Solutions

Employee Handbook

Version: 2025.1

Date: March 03, 2025

Address: 456 Tech Ave, Springfield, IL 62701

Section 1 - Company Overview:

- Mission: Innovate technology solutions for a better tomorrow.
- Vision: Be a leader in AI-driven software by 2030.
- Values: Integrity, Collaboration, Innovation

Section 2 - Policies:

- Dress Code: Business casual (jeans allowed on Fridays).
- Attendance: 9 AM - 5 PM, flexible hours with manager approval.
- Leave Policy: 15 PTO days, 5 sick days, 3 personal days annually.
- Remote Work: Hybrid model, 2 days in-office minimum.

Section 3 - Workplace Conduct:

- Anti-Harassment Policy: Zero tolerance, report to HR.
- Confidentiality: Protect company data per NDA.
- Use of Company Property: Laptops and phones for work use only.

Section 4 - Training and Development:

- Mandatory Orientation: Day 1, 9:00 AM - 12:00 PM
- Ongoing Training: Quarterly workshops on new technologies.
- Career Path: Annual reviews for promotions.

Section 5 - Contact Information:

- HR: hr@newhorizon.com, (555) 987-6543
- IT Support: it.support@newhorizon.com
- Updates: Check intranet for policy changes.

Employee Acknowledgment:

- I have read and agree to abide by this handbook.

- Signature: _____ Date: _____

Note: This handbook is not a contract; policies may evolve.