

Employee Handbook Overview

Document Number: HR-EMP-001 **Effective Date:** January 1, 2019 **Last Updated:** January 15, 2024 **Owner:** People Operations **Applies To:** All employees globally

Welcome to NovaTech Solutions

Welcome to NovaTech! This handbook provides an overview of our policies, procedures, and the resources available to you as an employee. It serves as a guide to help you understand what we expect from you and what you can expect from us.

About This Handbook

Purpose

This handbook:

- Outlines company policies and procedures
- Explains your rights and responsibilities
- Describes benefits and resources available to you
- Provides guidance on how we work together

Not a Contract

This handbook is not an employment contract and does not create contractual obligations. Employment at NovaTech is at-will (in the US and where applicable), meaning either you or the company can end the employment relationship at any time, with or without cause.

Updates

Policies may be updated from time to time. The most current versions are always available in Notion (People Ops > Policies). Material changes will be communicated via email and #announcements.

Our Company

Mission

Empowering developers to build the future through innovative cloud infrastructure and tools.

Vision

To be the most trusted platform for developers worldwide, enabling teams of any size to deploy, scale, and manage applications with confidence.

Core Values

Build with Trust We earn trust through transparency, reliability, and doing what we say we'll do.

Move Fast, Stay Grounded We bias toward action while maintaining quality and thoughtfulness.

Customers First We succeed when our customers succeed. Their challenges are our challenges.

One Team We collaborate across boundaries. No team wins unless we all win.

Continuous Learning We're curious, we experiment, and we learn from both successes and failures.

Company Overview

History

NovaTech Solutions was founded in 2015 in Austin, Texas, by former cloud infrastructure engineers who saw an opportunity to make cloud deployment simpler for development teams. What started as a small tool has grown into a comprehensive platform serving thousands of customers worldwide.

Products

- **CloudForge:** Our flagship cloud infrastructure platform
- **DevPipeline:** CI/CD tool for automated deployments
- **SecureVault:** Secrets management solution
- **DataLens:** Analytics and observability platform

Locations

- **Austin, TX (HQ):** 500 employees
- **Seattle, WA:** 200 employees
- **London, UK:** 150 employees
- **Bangalore, India:** 350 employees
- **Remote:** 1,300 employees worldwide

Employment Policies

Equal Opportunity

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

See: Equal Opportunity Policy (HR-EMP-003)

At-Will Employment

Employment with NovaTech is at-will where permitted by law. This means that either you or the company can terminate the employment relationship at any time, with or without cause or notice.

See: At-Will Employment Statement (HR-EMP-002)

Anti-Harassment

We are committed to maintaining a workplace free from harassment. All employees must complete annual anti-harassment training and report any concerns.

See: Anti-Harassment Policy (HR-EMP-004)

Code of Conduct

All employees are expected to conduct themselves professionally and ethically. Our code of conduct outlines expectations for behavior and decision-making.

See: Code of Conduct (HR-EMP-005)

Compensation and Benefits

Compensation Philosophy

We pay competitively to attract and retain top talent. Compensation includes base salary, equity, and performance-based bonuses.

See: Salary Bands and Levels (HR-COMP-001)

Benefits Overview

NovaTech offers comprehensive benefits including: - Medical, dental, and vision insurance - 401(k) with company match - Equity participation - Paid time off - Parental leave - Learning and development stipend - Home office allowance

See: Benefits Overview (HR-BEN-001)

Pay Schedule

US employees are paid bi-weekly on Fridays. UK and India employees follow local pay schedules (typically monthly).

Time Off

Annual Leave

Full-time employees receive between 20-25 days of annual leave depending on level. Directors and above have unlimited PTO.

See: Annual Leave Policy (HR-LOA-001)

Sick Leave

Employees receive paid sick leave for personal illness, medical appointments, and caring for sick family members.

See: Sick Leave Policy (HR-LOA-002)

Other Leave Types

- Parental leave
- Bereavement leave
- Jury duty leave
- Volunteer time off
- Sabbatical (after 5 years)

See relevant policies in the Leave & Time Off section.

Work Environment

Remote-First

NovaTech is remote-first. While we have offices, there is no requirement to work from an office. Most employees work fully remotely.

See: Remote Work Policy (HR-WRK-001)

Office Access

Employees may use any NovaTech office. Office access is via badge. Visitors must be registered in advance.

See: Office Access and Security (HR-WRK-010)

Home Office

Employees receive a \$500 home office stipend and \$75/month internet reimbursement.

See: Home Office Stipend (HR-WRK-003)

Career Development

Performance Reviews

Annual performance reviews occur in February, with compensation changes effective April 1.

See: Performance Review Process (HR-COMP-002)

Promotions

Promotions are based on demonstrated performance at the next level. Career ladders define expectations at each level.

See: Promotion Criteria (HR-DEV-005)

Learning and Development

Employees receive an annual \$2,000 learning budget for courses, conferences, books, and professional development.

See: Learning & Development Budget (HR-DEV-002)

Information Security

Confidentiality

Employees have access to confidential information and must protect it. Sign the confidentiality agreement on your first day.

See: Confidentiality Agreement (HR-EMP-007)

Acceptable Use

Company resources should be used for business purposes. Limited personal use is acceptable.

See: Acceptable Use Policy (COMP-INT-001)

Data Protection

We take data protection seriously. All employees must complete security awareness training.

See: Security Awareness Training (IT-SEC-001)

Getting Help

People Operations

For HR-related questions: - Email: hr@novatech.com - Slack: #ask-hr - Workday: For self-service transactions

IT Support

For technical issues: - Email: it-support@novatech.com - Slack: #it-help - Portal: support.novatech.internal

Concerns and Reporting

Report concerns about conduct, safety, or ethics: - Your manager - HR - Ethics hotline: ethics@novatech.com - Anonymous: novatech.ethicspoint.com

Policy Index

Human Resources

- HR-EMP series: Employment policies
- HR-LOA series: Leave policies
- HR-COMP series: Compensation policies
- HR-BEN series: Benefits policies
- HR-DEV series: Career development policies
- HR-WRK series: Workplace policies
- HR-ON series: Onboarding policies
- HR-OFF series: Offboarding policies

Information Technology

- IT-ACC series: Account and access
- IT-HW series: Hardware
- IT-SW series: Software
- IT-SEC series: Security

Compliance

- COMP-DP series: Data privacy
- COMP-SEC series: Security compliance
- COMP-INT series: Internal compliance

Acknowledgment

By beginning employment at NovaTech, you acknowledge that you have access to this handbook and understand that you are responsible for familiarizing yourself with its contents.

Questions about any policy should be directed to People Operations.

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