Employee Handbook Summary

Document ID: HR-EMP-001 **Effective Date:** January 1, 2024 **Last Updated:** March 2024 **Owner:** People Operations **Applies To:** All Employees

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Welcome to NovaTech

This summary highlights key policies from the NovaTech Employee Handbook. The full handbook is available in Confluence.

Our Mission & Values

Mission

To empower organizations with the tools they need to build, deploy, and secure their applications with confidence.

Values

Customer First - We succeed when our customers succeed - Listen deeply, respond thoughtfully - Build solutions that matter

Innovation - Challenge the status quo - Embrace calculated risks - Learn from failures

Integrity - Do the right thing, always - Be transparent and honest - Keep our promises

Collaboration - Win as a team - Share knowledge freely - Respect diverse perspectives

Excellence - Set high standards - Deliver quality work - Continuously improve

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Employment Basics

At-Will Employment

Employment at NovaTech is at-will, meaning either party can end the employment relationship at any time, with or without cause or notice. This handbook doesn't create a contract of employment.

Equal Opportunity

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

Background Checks

All offers are contingent on successful background check completion. We check criminal history, employment verification, and education verification where permitted by law.

Compensation & Pay

Pay Schedule

- **Pay Dates:** 15th and last day of each month
- **Direct Deposit:** Required for all employees
- **Pay Stubs:** Available in Workday

Overtime

- Non-exempt employees paid 1.5x for hours over 40/week
- Prior manager approval required for overtime
- Exempt employees not eligible for overtime

Salary Reviews

- Annual review cycle (typically April)
- Based on performance, market data, and budget
- Merit increases not guaranteed

Benefits Overview

Health Insurance

- Medical, dental, and vision coverage

- Effective first of month following start date
- Multiple plan options (PPO, HDHP)
- Company pays 90% of employee premium

Retirement

- 401(k) plan through Fidelity
- Company matches 50% up to 6% (3% match)
- Immediate vesting
- Pre-tax and Roth options

Time Off

Type	Amount
PTO	15-25 days (by level)
Holidays	10 company holidays
Mental Health Days	3 days
Sick Leave	Per local law

Additional Benefits

- $2,500 L&D budget
- $500 home office stipend
- $100/month fitness reimbursement
- Free Headspace subscription
- Employee Assistance Program

Work Schedule & Location

Remote-First

- All roles are remote-capable
- Office attendance optional
- International remote work up to 4 weeks/year

Flexible Hours

- No mandated start/end times
- Core hours defined by team
- Results matter more than hours

Time Tracking

- Non-exempt employees must track hours
- Exempt employees track PTO only
- Submit time in Workday

Conduct & Ethics

Professional Conduct

Employees are expected to: - Treat others with respect - Maintain professional standards - Follow company policies - Represent NovaTech positively

Code of Conduct

- Act with integrity
- Avoid conflicts of interest
- Protect confidential information
- Report violations promptly

Anti-Harassment

NovaTech prohibits: - Sexual harassment - Discriminatory harassment - Hostile work environment - Retaliation for reporting

Report concerns to HR or ethics hotline.

Substance Abuse

- Drug-free workplace
- No impairment at work
- Marijuana policy varies by state
- EAP support available

Technology & Security

Acceptable Use

Company technology is for business purposes: - Limited personal use permitted - No expectation of privacy - Subject to monitoring

Security Requirements

- Multi-factor authentication required
- Strong passwords (16+ characters)
- VPN on public networks
- Report security incidents immediately

Company Property

- Laptops are company property
- Return all equipment upon termination
- Protect from loss and damage

Performance & Development

Performance Reviews

- Formal reviews twice yearly
- Continuous feedback encouraged
- Self-assessment component
- Career development discussion

Career Growth

- Career framework by level
- Promotion process defined
- Lateral moves supported
- Internal mobility encouraged

Performance Issues

- Addressed through coaching first
- Progressive discipline when needed
- Performance improvement plans as appropriate
- Immediate termination for serious misconduct

Leaving NovaTech

Voluntary Resignation

- Two weeks notice requested
- Exit interview offered
- Final pay per state law
- Benefits continuation information provided

Involuntary Termination

- HR conducts separation meeting
- Final pay per state law
- Equipment must be returned
- Access revoked immediately

Post-Employment

- Return all company property
- Continue to protect confidential information
- Non-compete (where applicable)
- Reference policy in place

Reporting Concerns

How to Report

- **Manager:** First point of contact for most issues
- **HR:** hr@novatech.com for policy questions
- **Ethics Hotline:** ethics.novatech.com for anonymous reports
- **Legal:** For legal or compliance concerns

No Retaliation

NovaTech prohibits retaliation against employees who: - Report concerns in good faith - Participate in investigations - Exercise their rights

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Policy Acknowledgment

All employees must acknowledge receipt of this handbook. Acknowledgment doesn't constitute a contract.

Changes to policies are communicated via email and updated in Confluence.

Quick Reference

Key Contacts

Need	Contact
HR questions	hr@novatech.com
Benefits	benefits@novatech.com
IT support	it@novatech.com
Payroll	payroll@novatech.com
Ethics concerns	ethics.novatech.com

Important Links

- Workday: workday.novatech.com
- Benefits: benefits.novatech.com
- IT Portal: it.novatech.com
- Confluence: wiki.novatech.com

This summary is for quick reference. Refer to the full Employee Handbook for complete policies.

Related Documents: Code of Conduct (HR-EMP-002), Benefits Guide (HR-BEN-001), PTO Policy (HR-LOA-001)