📄 HR Onboarding Manual

Misogi Tech Pvt. Ltd.

📌 1. Welcome to Misogi Tech!

Welcome aboard! We're excited to have you join our team. This document will guide you through everything you need to know as a new employee at Misogi Tech.

🏢 2. About Misogi Tech

- **Founded:** 2018

- **Headquarters:** Bengaluru, India

- **Mission:** To simplify complex business problems using cutting-edge AI and automation

- **Core Values:** Innovation, Integrity, Ownership, Empathy, Excellence

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👨‍💻 3. Your First Week

- **Day 1:** Introduction to your team, HR induction, system setup

- **Day 2–3:** Product and project onboarding

- **Day 4–5:** Security training, company tools walkthrough (Notion, Slack, Jira)

📅 4. Working Hours

- **Office hours:** 10:00 AM – 6:30 PM (IST)

- **Flexible timing:** Yes, with manager approval

- **Remote work:** Allowed up to 3 days per week (refer to Remote Work Policy)

💼 5. Leave Policy

- **Annual Paid Leave:** 20 days

- **Sick Leave:** 10 days

- **Casual Leave:** 5 days

- **Public Holidays:** 12 days (India calendar)

- **Parental Leave:** 6 months (maternity), 3 weeks (paternity)

To apply, use the HRMS portal or write to hr@misogitech.com.

🏥 6. Benefits Overview

- **Health Insurance:** Up to ₹5,00,000 coverage for self + family

- **Wellness Allowance:** ₹2,000/month for fitness or mental health services

- **Learning Budget:** ₹15,000/year for courses, books, conferences

- **ESOP:** Eligible after 1 year based on performance

🔐 7. Code of Conduct

- Zero tolerance for discrimination or harassment

- Respectful communication is expected across all levels

- Confidentiality agreements must be signed by Day 3

Refer to the Employee Handbook for full policy details.

🔧 8. Tools & Access

Tool	Purpose	Access Level
Slack	Team communication	All employees
Jira	Task tracking	Engineering & PM

Notion	Documentation	All employees
GitHub	Code repository	Engineering only
Zoho People	HRMS (leaves, payslip)	All employees