

## 14\_Employee\_Handbook\_Excerpt.md

# Employee Handbook (Excerpt)

- **Paid Time Off:** 15 days/year; accrues each pay period.
- **Expense Policy:** Pre-approval required for items > \$200.
- **Safety:** Stop-work authority; no retaliation.
- **Code of Conduct:** Anti-bribery, anti-harassment. Report to HR.