

HR Policy Document: Saged's Company

Document Version: 1.0

Effective Date: June 25, 2025

Review Date: June 25, 2026

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1. Introduction and Welcome

Welcome to Saged's Company! We are a dynamic and innovative mid-sized tech company committed to fostering a collaborative, respectful, and high-performing work environment. This HR Policy Document outlines the guidelines, expectations, and benefits designed to support our employees and ensure a fair and consistent workplace for everyone.

At Saged's Company, we believe that our success is directly linked to the well-being and professional growth of our employees. These policies are in place to ensure:

- A clear understanding of employee rights and responsibilities.
- Fair and equitable treatment for all.
- Compliance with all applicable labor laws and regulations.
- A positive and productive work culture.

We encourage all employees to familiarize themselves with these policies. Should you have any questions or require clarification on any aspect of this document, please do not hesitate to contact the HR Department.

2. Our Values and Principles

Saged's Company is built upon a foundation of core values that guide our actions and decisions. We expect all employees to embody these values in their daily work and interactions:

- **Innovation:** We embrace creativity, continuous learning, and forward-thinking solutions.
- **Collaboration:** We foster teamwork, open communication, and mutual support.
- **Integrity:** We uphold honesty, transparency, and ethical conduct in all our dealings.
- **Excellence:** We strive for high quality, continuous improvement, and delivering exceptional results.
- **Respect:** We value diversity, treat each other with dignity, and promote an inclusive environment.
- **Accountability:** We take ownership of our work, commitments, and contributions.

These values are integral to our culture and form the basis of our behavioral expectations.

3. Equal Employment Opportunity

Saged's Company is an Equal Opportunity Employer. We are committed to providing a work environment free from discrimination and harassment. All employment decisions, including hiring, promotion, termination, and compensation, are based on merit, qualifications, and business needs. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, veteran status, or any other legally protected status.

We are dedicated to creating an inclusive environment where all employees feel valued and respected.

4. Confidentiality

Employees of Saged's Company will often have access to confidential and proprietary information, including but not limited to, trade secrets, customer data, financial information, product designs, software code, marketing strategies, and employee records. All employees are required to protect such information and maintain its confidentiality both during and after their employment with Saged's Company. Unauthorized disclosure of confidential information may result in disciplinary action, up to and including termination of employment, and legal action.

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5. Vacation Policy

Saged's Company recognizes the importance of rest and rejuvenation for employee well-being and productivity. Our vacation policy is designed to provide employees with paid time off for personal use, travel, and relaxation.

5.1. Eligibility:

All full-time employees are eligible for paid vacation leave after completing their probationary period (typically 90 days). Part-time employees may accrue vacation leave on a pro-rata basis.

5.2. Vacation Accrual:

Vacation leave accrues based on years of service. Accrual rates are as follows:

- **Year 1-3:** 15 business days (3 weeks) per year.
- **Year 4-7:** 20 business days (4 weeks) per year.
- **Year 8+:** 25 business days (5 weeks) per year.

Vacation leave is accrued on a monthly basis. For example, an employee accruing 15 days per year will accrue 1.25 days per month.

5.3. Vacation Carry-Over:

Employees are encouraged to take their accrued vacation leave within the year it is accrued. A maximum of 5 unused vacation days may be carried over to the following calendar year. Any unused vacation days beyond this limit will be forfeited at the end of the calendar year.

5.4. Requesting Vacation Leave:

All vacation requests must be submitted through the company's designated HR system at least two weeks in advance, or longer for extended periods (e.g., 3+ weeks). Approvals are subject to departmental staffing needs and management discretion. Employees should not make irreversible travel plans until their vacation request has been approved.

5.5. Vacation Payout:

Upon termination of employment, employees will be paid out for any accrued but unused vacation leave, in accordance with applicable labor laws.

6. Sick Leave Policy

Saged's Company is committed to supporting employees during periods of illness or injury. Our sick leave policy provides paid time off for legitimate health-related reasons.

6.1. Eligibility:

All full-time employees are eligible for paid sick leave after completing their probationary period. Part-time employees may accrue sick leave on a pro-rata basis.

6.2. Sick Leave Accrual:

Employees accrue 10 business days of paid sick leave per year, accrued on a monthly basis (approximately 0.83 days per month).

6.3. Use of Sick Leave:

Sick leave can be used for:

- Personal illness or injury.
- Medical appointments (doctor, dentist, specialist).
- Care for an immediate family member (spouse, child, parent) who is ill or injured.

6.4. Notification Procedure:

Employees must notify their direct manager as soon as possible, and no later than one hour before their scheduled start time, if they are unable to come to work due to illness. For absences exceeding three consecutive workdays, a doctor's note may be required upon return to work.

6.5. Sick Leave Carry-Over:

A maximum of 5 unused sick days may be carried over to the following calendar year. Any unused sick days beyond this limit will be forfeited at the end of the calendar year.

6.6. Unpaid Leave for Extended Illness:

For extended illnesses or injuries that exhaust an employee's accrued sick leave, Saged's

Company will consider requests for unpaid leave in accordance with applicable labor laws (e.g., FMLA if applicable) and company policy. Employees should contact HR to discuss such situations.

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7. Behavioral Conduct Policy

Saged's Company is dedicated to maintaining a positive, respectful, and professional work environment. This Behavioral Conduct Policy outlines the expectations for all employees to ensure a harmonious and productive workplace.

7.1. General Professionalism:

Employees are expected to conduct themselves professionally at all times, both during work hours and at company-sponsored events. This includes:

- **Respectful Communication:** Engaging in courteous and respectful communication with colleagues, clients, vendors, and visitors, whether in person, via email, chat, or phone.
- **Punctuality and Attendance:** Adhering to scheduled work hours, being punctual for meetings, and providing timely notification for any absences or delays.
- **Dress Code:** Adhering to the company's dress code, which promotes a professional and appropriate appearance for our work environment. (Further details on specific dress code expectations can be found in a separate Dress Code Policy, if applicable, or will be communicated by management.)
- **Work Ethic:** Demonstrating a strong work ethic, dedication to assigned tasks, and commitment to achieving company goals.

7.2. Harassment and Discrimination:

Saged's Company has zero tolerance for any form of harassment or discrimination. This includes, but is not limited to:

- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- **Bullying:** Repeated and unreasonable behavior directed towards an employee or group of employees that creates a risk to health and safety.
- **Discrimination:** Unfair treatment based on protected characteristics (as outlined in Section 3).

Any employee who believes they have been subjected to, or have witnessed, harassment or discrimination should immediately report it to their manager or the HR Department. All complaints will be investigated promptly, thoroughly, and confidentially, and appropriate disciplinary action will be taken. Retaliation against anyone who reports harassment or discrimination in good faith is strictly prohibited.

7.3. Workplace Safety:

Employees are responsible for adhering to all company safety policies and procedures to ensure a safe and healthy work environment. This includes:

- Reporting any unsafe conditions or hazards immediately.
- Using company equipment and tools responsibly and safely.
- Following emergency procedures and guidelines.

7.4. Use of Company Property and Resources:

Company property, including computers, software, networks, phones, and other equipment, is provided for business use. Incidental personal use is permitted as long as it does not interfere with work duties, violate company policies, or involve illegal activities. Employees should have no expectation of privacy when using company resources. All communications and data on company systems are subject to monitoring.

7.5. Social Media and Online Conduct:

Employees are expected to exercise good judgment and professional conduct when using social media or engaging in online activities, particularly when identifying themselves as an employee of Saged's Company or discussing company-related matters. Content that is derogatory, discriminatory, harassing, confidential, or violates company policies is strictly prohibited.

7.6. Drug and Alcohol Policy:

Saged's Company is committed to maintaining a drug-free and alcohol-free workplace.

Employees are prohibited from:

- Possessing, consuming, or being under the influence of illegal drugs or alcohol while on company premises or during work hours.
- Impairing their ability to perform their job duties safely and effectively due to the use of drugs or alcohol.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

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8. Disciplinary Action

Saged's Company is committed to fairness and consistency in addressing employee conduct issues. The disciplinary process is designed to correct unacceptable behavior, improve performance, and ensure compliance with company policies. Disciplinary actions may range from verbal warnings to termination of employment, depending on the severity and frequency of the infraction.

8.1. Progressive Disciplinary Steps (may vary based on severity):

- **Verbal Warning:** For minor infractions, a verbal discussion will take place to address the issue, clarify expectations, and establish a plan for improvement. This

will be documented.

- **Written Warning:** For repeated minor infractions or more serious first-time offenses, a formal written warning will be issued, outlining the issue, policy violation, required corrective actions, and potential consequences of continued non-compliance.
- **Final Written Warning/Performance Improvement Plan (PIP):** For persistent issues or significant policy violations, a final written warning or a formal Performance Improvement Plan (PIP) may be implemented. This will detail specific goals, timelines, and consequences, including potential termination, if improvements are not met.
- **Suspension (with or without pay):** In cases of serious misconduct or as an interim measure during an investigation, an employee may be suspended.
- **Termination of Employment:** This is the final step in the disciplinary process and may occur for serious policy violations, repeated offenses, failure to meet performance expectations outlined in a PIP, or other reasons deemed appropriate by the company.

8.2. Investigation:

Before disciplinary action is taken, Saged's Company will conduct a fair and thorough investigation into the alleged misconduct. Employees will be given an opportunity to present their side of the story.

8.3. Right to Appeal:

Employees have the right to appeal a disciplinary decision. Appeals should be submitted in writing to the HR Department within [e.g., 5 business days] of receiving the disciplinary action. The appeal will be reviewed by a higher level of management or HR, and a final decision will be communicated to the employee.

9. Employee Grievance Procedure

Saged's Company is committed to resolving employee concerns and complaints fairly and promptly. This grievance procedure provides a formal process for employees to raise and resolve workplace issues.

9.1. Informal Resolution:

Employees are encouraged to first attempt to resolve their concerns directly with their immediate manager. Open communication and direct feedback can often resolve issues quickly and effectively.

9.2. Formal Grievance Submission:

If an issue cannot be resolved informally, or if the concern involves the immediate manager, employees may submit a formal written grievance to the HR Department. The grievance should include:

- Employee's name and contact information.
- Date of the grievance.

- A clear and concise description of the issue or complaint.
- Relevant dates, times, and individuals involved.
- Any supporting documentation.
- Desired resolution.

9.3. Investigation and Resolution:

Upon receipt of a formal grievance, the HR Department will:

- Acknowledge receipt of the grievance within [e.g., 2 business days].
- Conduct a thorough and impartial investigation, which may include interviewing relevant parties and reviewing documentation.
- Maintain confidentiality to the extent possible, consistent with a thorough investigation.
- Communicate the findings and proposed resolution to the employee in writing within [e.g., 10 business days] of completing the investigation.

9.4. Appeal of Grievance Decision:

If the employee is not satisfied with the proposed resolution, they may appeal the decision in writing to a higher level of management (e.g., Department Head or CEO, in consultation with HR) within [e.g., 5 business days] of receiving the resolution. The decision of the appeal will be final.

10. Policy Review and Updates

This HR Policy Document will be reviewed annually, or as needed, to ensure compliance with relevant laws and regulations, and to reflect changes in company operations or best practices. Employees will be notified of any significant updates or revisions.

End of Document