

THE HANDBOOK



**Your Guide to Life at
“XYZ”**

Version 1.0 Updated: January 2025

1. WELCOME ABOARD

Welcome to the team!

We are thrilled you chose to join us. We built this guide not just to set rules, but to help you thrive here.

Think of this document as your compass for navigating our culture, perks, and expectations. We believe in autonomy, mastery, and purpose. We hired you because we trust you, and we are excited to see what you will build here.

Let's get started.

2. OUR NORTH STAR (VALUES)

Our culture is defined by how we act when no one is watching. These are the pillars that hold us up:

1. Owner's Mindset

We don't say "that's not my job." If we see a problem, we fix it. We care about the details and take responsibility for the outcome.

2. Radical Candor

We care personally and challenge directly. Feedback is a gift, not a weapon. We are honest with each other because we want everyone to succeed.

3. Customer Obsession

We start with the customer and work backward. Every line of code, every email, and every design choice is made to solve a real problem for our users.

3. HOW WE WORK

3.1 Flexible Hours & Output

We focus on output, not hours in a chair.

- **Core Collaboration Hours:** 10:00 AM – 4:00 PM (be available for syncs).
- **Flexibility:** Outside of core hours, structure your day in a way that allows you to do your best work.

3.2 Dress for Your Day

We do not have a strict dress code.

- **Coding/Internal Days:** Hoodies, jeans, and sneakers are perfectly fine.
- **Client/External Meetings:** Dress to impress. Business casual or formal, depending on the client.

3.3 Communication

- **Slack/Teams:** For quick syncs and updates.
 - **Email:** For formal requests and documentation.
 - **Meetings:** If a meeting doesn't have an agenda, you don't have to attend. We value your deep work time.
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4. PERKS & BENEFITS

We want you to be healthy, happy, and growing.

Health & Wellness

All full-time employees are covered under our comprehensive Group Health Insurance policy. This covers you, your spouse, and up to two children.

Learning & Development

We don't want you to stand still. You have an annual "Growth Budget" of **\$500 (or currency equivalent)** to spend on:

- Online courses (Coursera, Udemy, etc.)
- Books and subscriptions
- Conference tickets

Recharge & Refresh

- **Paid Time Off:** 20 Days per year.
- **Sick Leave:** 10 Days per year (Mental health days count as sick days).
- **Holidays:** We observe standard national holidays.

5. RESPECT & SAFETY

We are committed to a psychological safe space where everyone can bring their authentic selves to work.

- **Zero Tolerance:** We have zero tolerance for harassment, bullying, or discrimination of any kind.
- **Speak Up:** If you see something that doesn't sit right, speak up. You can report issues to HR or anonymously via our feedback channel. We have your back.

6. TOOLS OF THE TRADE

Hardware & Software

You will be issued a company laptop and access to our software stack.

Security First

- **Passwords:** Use a password manager and enable 2-Factor Authentication (2FA) on everything.
 - **Data:** Never share sensitive client data on public AI tools or unsecured networks.
 - **Care:** Treat company assets with the same care you would your own.
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7. MOVING ON

If you decide it's time to leave, we want your transition to be smooth and positive.

- **Notice Period:** We ask for a standard notice period (30 days) to help handover your brilliant work.
- **Alumni Network:** Once a [Company Name] employee, always an alumnus. We root for our former teammates and hope our paths cross again.