

# Human Resources Policy & Procedure Guide

**Company:** Konecta

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## Introduction

This document serves as the central repository for Konecta's Human Resources policies, procedures, and template documents. Its purpose is to ensure consistency, fairness, and compliance across all people-management activities within the organization. This guide is intended for managers, HR personnel, and employees to understand their rights, responsibilities, and the standard processes that govern the employment relationship at Konecta.

All policies herein are subject to change based on evolving business needs and legal requirements. The most current version will always be available within the company's ERP system.

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## 1. Employee Documents

This section contains the foundational documents for the employee lifecycle, from onboarding to offboarding. These are standardized templates to be adapted for specific roles and jurisdictions.

### 1.1 Employee Handbook

**Purpose:** To provide a comprehensive overview of Konecta's culture, policies, and procedures.

**Key Sections:**

- **Welcome Message:** Introduction to Konecta's mission, vision, and values.
- **Employment Basics:** Definitions of employment status (full-time, part-time, contract), work schedules, and standard operating hours.
- **Standards of Conduct:** Overview of expected professional behavior, anti-harassment and non-discrimination policies, and social media guidelines.
- **Compensation & Payroll:** Explanation of pay periods, overtime policies, and bonus structures (if applicable).
- **Leave Policies:** Summary of vacation, sick leave, parental leave, and other types of leave, directing employees to the detailed policy.
- **Benefits Summary:** High-level overview of available benefits.
- **Safety & Security:** Workplace safety protocols and data security responsibilities.
- **Acknowledgment of Receipt:** A mandatory section for the employee to sign, confirming they have received, read, and understood the handbook.

### 1.2 Employment Contract Template

[KONECTA LOGO]

## KONECTA EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into as of [Date] by and between Konecta, a [State/Country] corporation ("Employer"), and [Employee Name] ("Employee").

**1. Position and Duties:** Employee is hired in the position of [Job Title]. Employee shall perform the duties and responsibilities customary for such a position and as may be assigned by [Supervisor Name].

**2. Compensation:** Employer agrees to pay Employee a base salary of [Salary Amount] per [Pay Period], subject to standard payroll deductions and withholdings.

**3. Employment Type:** This is a [Full-Time / Part-Time] employment position. The Employee's status is [At-Will / Permanent], meaning either party may terminate the employment relationship at any time, for any reason, with or without cause or notice.

**4. Confidentiality and Intellectual Property:** Employee agrees to abide by the Konecta Confidentiality and Intellectual Property Agreement, which is incorporated by reference into this Agreement.

**5. Entire Agreement:** This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions, agreements, and understandings.

### EMPLOYEE ACCEPTANCE:

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

### KONECTA ACCEPTANCE:

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## 1.3 Job Descriptions

### Template Structure:

- **Job Title:** e.g., "Senior Software Engineer"
- **Department:** e.g., "Product & Technology"
- **Reports To:** e.g., "Head of Engineering"
- **Location:** e.g., "Madrid, Spain (Hybrid)"
- **Summary:** A brief paragraph describing the role's primary purpose and its importance to the company.
- **Key Responsibilities:**

- Develop, test, and maintain high-quality software solutions.
  - Collaborate with product managers and designers to define feature specifications.
  - Mentor junior engineers and conduct code reviews.
  - Troubleshoot, debug, and upgrade existing systems.
  - **Qualifications & Skills:**
    - Bachelor's degree in Computer Science or related field, or equivalent experience.
    - 5+ years of experience in software development.
    - Proficiency in [e.g., Java, Python, JavaScript].
    - Experience with cloud platforms such as AWS or Azure.
    - Strong problem-solving and communication skills.
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## 2. Workplace Policies & Code of Conduct

This section outlines the standards for behavior and the operational rules of the workplace.

### 2.1 Code of Conduct

Konecta is committed to a work environment where everyone is treated with respect and dignity. This code applies to all employees, contractors, and vendors.

- **Professionalism:** Conduct yourself in a professional manner at all times.
- **Respect and Inclusion:** Harassment, discrimination, or bullying in any form will not be tolerated.
- **Conflict of Interest:** Avoid situations where your personal interests conflict, or appear to conflict, with the interests of Konecta.
- **Protection of Company Assets:** Employees are responsible for the efficient and responsible use of company property, including intellectual property, equipment, and data.
- **Compliance with Laws:** All employees must comply with all applicable laws and regulations.

### 2.2 Attendance & Leave Policy

- 1. Regular Attendance:** Punctual and regular attendance is essential for operational efficiency.
- 2. Paid Time Off (PTO):** Full-time employees accrue [X] days of PTO per year, which can be used for vacation, personal time, or illness. Requests should be submitted through the ERP system with at least [Y] weeks' notice where possible.
- 3. Sick Leave:** Employees accrue [Z] days of sick leave per year. Notification should be provided to the manager as soon as possible on the day of absence.
- 4. Parental Leave:** Konecta offers [A] weeks of paid parental leave for the birth or adoption of a child, subject to eligibility requirements.

**5. Other Leaves:** Leave of absence for jury duty, bereavement, or other legally mandated reasons will be granted in accordance with local laws.

### 2.3 Remote Work Policy

**Eligibility:** Remote work arrangements are subject to manager approval and are based on the nature of the role.

**Expectations:** Remote employees are expected to:

- Maintain a dedicated, secure workspace.
- Be available online during core business hours [e.g., 10:00 - 16:00 local time].
- Participate in all scheduled meetings via video conferencing.
- Achieve the same performance standards as in-office employees.

**Equipment:** Konecta will provide necessary hardware. The employee is responsible for a stable internet connection.

**Data Security:** All company data must be accessed and stored securely using company-approved VPNs and encrypted devices.

### 2.4 Disciplinary Process Policy

Konecta prefers to resolve issues through coaching and feedback. However, for serious or repeated misconduct, the following progressive steps may be taken:

1. **Verbal Warning:** An informal discussion to identify the issue and expected improvement.
2. **Written Warning:** A formal document outlining the performance or behavioral issue, the required corrective actions, and a timeline for improvement.
3. **Final Written Warning / Suspension:** For failure to improve or for serious offenses, a final warning may be issued, potentially accompanied by a paid or unpaid suspension.
4. **Termination of Employment:** The final step for unresolved issues or for gross misconduct (e.g., theft, harassment, data breach).

### 2.5 Probation Policy

**Purpose:** The probation period is designed to allow for mutual assessment of the employment fit.

**Duration:** The standard probation period for new employees is [90] days.

**During Probation:**

- Employees will receive regular feedback from their manager.
- The employment relationship can be terminated by either party with a shorter notice period of [e.g., 1 week].
- Standard company benefits may not be fully active until successful completion of probation.

**Review:** A formal review meeting will be held before the end of the probation period to confirm permanent employment.

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### 3. Performance & Benefits

This section covers tools for employee development and the summary of available benefits.

#### 3.1 Performance Evaluation Form

**Employee Name:** [Employee Name]

**Review Period:** [Start Date] to [End Date]

**Manager:** [Manager Name]

##### Part 1: Goal Achievement

- Review of goals set in the previous period.
- Rating: Exceeded, Met, Partially Met, Did Not Meet.
- Comments:

##### Part 2: Core Competencies

- *Communication:* Clearly conveys and receives information.
- *Teamwork & Collaboration:* Works effectively with others.
- *Problem-Solving:* Identifies issues and implements solutions.
- *Initiative:* Proactively takes on responsibilities.
- (Rating Scale: 1 - Needs Improvement, 2 - Developing, 3 - Competent, 4 - Exemplary)

##### Part 3: Overall Summary

- **Strengths:** What are the employee's key strengths and contributions?
- **Areas for Development:** What skills or behaviors can be improved?
- **Goals for Next Period:** List 3-5 specific, measurable, achievable, relevant, and time-bound (SMART) goals.

**Employee Comments:** I have read and discussed this evaluation with my manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

#### 3.2 Benefits Summary

Konecta offers a competitive benefits package to support the health, well-being, and financial security of our employees.

- **Health Insurance:** Konecta provides a comprehensive group health insurance plan through [Provider Name]. The company covers [X]% of the premium for the employee. Coverage includes medical, dental, and vision care.

- **Life Insurance:** Company-paid group term life insurance with a benefit of [1x] annual salary. Optional supplemental coverage is available at the employee's expense.
  - **Retirement Plan:** Employees are eligible to enroll in the Konecta [401(k) / Pension] plan after [90] days of employment. Konecta offers a matching contribution of [Y]% on the first [Z]% of employee deferral.
  - **Additional Perks:**
    - Flexible Spending Accounts (FSA) or Health Savings Accounts (HSA).
    - Employee Assistance Program (EAP) for confidential counseling.
    - [e.g., Stock Option Plan, Professional Development Fund, Gym Membership Reimbursement].
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## Conclusion

This HR Guide is a living document. For the most up-to-date information and to access interactive forms, please always refer to the Konecta ERP system. For any questions regarding these policies, please contact the HR Department.

### HR Department Contact:

Email: [hr@konecta.com](mailto:hr@konecta.com)

Portal: [\[Link to ERP HR Module\]](#)