

Innovatek

Human Resources Policy Document

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1. Working Hours

The standard working hours for Innovatek are [x] hours per day, from [start time] to [end time], [x] days per week. Breaks and meal periods will be provided as per local labor laws. Employees are expected to adhere to their scheduled working hours and report to work on time. Any deviations from the standard working hours require prior approval from the respective supervisor or manager.

2. Conduct at Work

At Innovatek, we are deeply committed to maintaining a work environment that fosters respect, integrity, and collaboration among all members. The following provides a detailed guideline for the expected conduct at work, inclusive of examples, though not exhaustive.

2.1 Professional Conduct

- Integrity:

- Allowed: Honest communication, honoring commitments, and ensuring consistency between words and actions.

- Not Allowed: Engaging in fraudulent activities, misrepresentation of data, or dishonesty in professional interactions.

- Responsibility:

- Allowed: Acknowledging and correcting mistakes, fulfilling duties, and safeguarding company assets.

- Not Allowed: Disregarding errors, misusing company time or resources, and neglecting responsibilities.

- Respectful Communication:

- Allowed: Addressing colleagues politely, listening actively, and providing constructive feedback.

- Not Allowed: Using offensive language, engaging in harmful gossip, or disregarding others' opinions.

2.2 Workplace Respect

- Inclusivity:

- Allowed: Appreciating diversity and promoting an inclusive work environment.

- Not Allowed: Engaging in actions that marginalize, discriminate, or isolate based on race, gender, religion, etc.

- Team Collaboration:

- Allowed: Sharing knowledge, supporting team members, and celebrating shared successes.

- Not Allowed: Withholding information, undermining colleagues, or taking sole credit for collective efforts.

- Conflict Resolution:

- Allowed: Addressing disagreements diplomatically and seeking resolution through dialogue or mediation.

- Not Allowed: Ignoring conflicts, escalating disputes unnecessarily, or retaliating against individuals.

2.3 Adherence to Company Policies

- Use of Company Assets:

- Allowed: Utilizing company property for official purposes and treating it with care.

- Not Allowed: Misusing company property, such as using office supplies for personal projects or unauthorized use of company vehicles.

- Data Security:

- Allowed: Protecting sensitive data, using secure channels for communication, and reporting breaches.

- Not Allowed: Sharing confidential information without authorization or using unsecured networks to transmit sensitive data.

- Health and Safety Compliance:

- Allowed: Adhering to safety protocols, reporting hazards, and ensuring a safe workplace.

- Not Allowed: Ignoring safety guidelines, engaging in risky behavior, or neglecting to report unsafe conditions.

2.4 Disciplinary Action

- First Instance: A verbal warning will be issued, and the incident will be documented in the employee's file.
- Second Instance: A written warning will be provided, detailing the nature of the misconduct and the expected correction.
- Third Instance: A final written warning will be issued, potentially alongside other disciplinary actions, such as suspension.
- Further Instances: Employment may be terminated if behavior does not improve following the above steps.

In addition, depending on the severity and impact of the misconduct, Innovatek reserves the right to bypass progressive discipline and take immediate action, including termination, if warranted.

The aforementioned examples and guidelines are aimed to assist employees in understanding and adhering to expected conduct in our organization. This ensures that Innovatek remains a healthy, positive, and productive working environment for all. Employees with concerns or queries regarding these guidelines or experiencing difficulties in the workplace are encouraged to approach their supervisor or the Human Resources Department promptly.

3. Company Cars

Innovatek firmly believes in supporting sustainability and reducing our carbon footprint. As a result, we provide electric vehicles (EVs) to eligible employees for business-related travel. The following offers a comprehensive guideline regarding the usage of company cars, ensuring compliance and maintaining our commitment to environmental sustainability.

3.1 Eligibility and Allocation

- Eligibility Criteria:
 - Employees who frequently engage in external business-related activities, or whose roles necessitate travel.
 - Senior management or positions which require frequent inter-branch travel.
- Allocation Process:
 - Requests for company cars must be submitted to the Fleet Management Department with justification for the necessity.
 - Approval will be subject to review by Fleet Management and the relevant department head.

3.2 Usage Guidelines

- Purpose of Use:
 - Allowed: Traveling for client meetings, fieldwork, inter-branch visits, and other business-related activities.

- Not Allowed: Personal errands, non-business-related travel, or lending the vehicle to non-employees.

- Booking and Scheduling:

- Cars must be booked at least [X] hours in advance through the designated booking system.

- Scheduling conflicts should be resolved with due consideration for business priorities.

3.3 Logging and Reporting

- Mileage and Purpose Logging:

- Each trip must be logged with clear details including the date, start and end times, total miles driven, and the specific purpose of the travel.

- Failure to adequately log trips may result in suspended access to company cars.

- Incident Reporting:

- Any incidents, such as accidents or breakdowns, must be reported immediately to the Fleet Management Department.

- A comprehensive incident report should be submitted within 24 hours of the occurrence.

3.4 Maintenance and Care

- Routine Maintenance:

- Regular servicing is crucial to maintain the optimal functioning of our EVs.

- Employees must notify the Fleet Management Department when a vehicle is due for servicing.

- Cleanliness and Care:

- Ensure the vehicle is kept clean and in good condition, both internally and externally.

- Any damages or malfunctions, even minor ones, should be reported immediately to avoid further deterioration.

3.5 Personal Use

- Strictly Prohibited:

- Using the vehicle for personal errands, non-employee transportation, or leisure travel.

- Engaging in dangerous or irresponsible driving behaviors.

- Penalties:

- Unauthorized personal use will result in a warning or possible suspension of vehicle access.

- Repeated violations may lead to permanent revocation of company car privileges.

3.6 Charging Stations and Battery Management

- Utilizing Charging Stations:

- Ensure that the EV is charged using Innovatek's designated charging stations whenever possible.
- External charging may be used if necessary and must be reported for reimbursement if applicable.
- Battery Management:
 - Employees must ensure the battery is sufficiently charged for planned travel to avoid disruption.
 - Ensure to allocate time for charging during longer trips, planning the journey accordingly.

Innovatek urges all employees to utilize company vehicles responsibly, adhering strictly to the provided guidelines. This not only supports our sustainability efforts but also ensures efficient and fair usage of our fleet across the organization. Should there be any doubts or queries regarding the vehicle usage policy, employees are encouraged to connect with the Fleet Management Department or their respective supervisors for clarity.

Allowed cars: Tesla 3, Tesla S, BMW i4, BMW i5

Disallowed cars: any gasoline or diesel car

4. Career Planning

We encourage employees to discuss their career aspirations with their supervisors during regular check-ins. Innovatek supports professional growth and development through various programs, such as training, workshops, and mentorship. Career progression paths shall be clear, achievable, and communicated transparently to ensure that employees are aware of the opportunities available for advancement within the organization.

You are entitled to three weeks of training per year.

5. Performance Evaluation

Employees will be evaluated on an annual basis through our performance appraisal system. This evaluation considers various aspects, including but not limited to, job performance, adherence to company policies, and achievement of individual and team objectives. Performance evaluations shall be conducted in a transparent, objective, and constructive manner to encourage continuous development and improvement.

6. Leave and Attendance

Employees are entitled to annual, sick, and other forms of leave as stipulated in their employment contracts and in accordance with local labor laws. Unplanned absences should be communicated to supervisors at the earliest opportunity. Excessive unauthorised absence may lead to disciplinary action.

7. Dress Code and Personal Appearance

Employees are expected to present themselves in a manner that is consistent with a professional and respectful work environment. The company's dress code policy, which may vary by department or role, will be communicated during the onboarding process. Modifications to accommodate religious or health-related needs will be considered upon request.

You are never allowed to wear shorts.

8. Workplace Harassment and Discrimination

Innovatek is dedicated to maintaining a work environment free from harassment and discrimination. All employees are expected to treat each other with respect and dignity. Any instances of harassment, discrimination, or retaliation will be promptly investigated and may result in disciplinary action, up to and including termination.

9. Data Protection and Confidentiality

All employees must adhere to the data protection policies of Innovatek. Handling of confidential and sensitive information should be done with utmost care and in compliance with all applicable laws and company guidelines. Unauthorized disclosure of confidential information is a serious violation of this policy and will result in appropriate disciplinary actions.

Note: This policy document is a general guideline and may be subject to change. Individual departments or roles may have additional policies or guidelines. It is the responsibility of each employee to be aware of and understand all company policies. For any clarifications, please contact the Human Resources Department.

10. Salary

Your salary depends on your level. There are 5 levels at Innovatek. Here are the levels and yearly salary ranges in dollars:

- 1: 80000-100000
- 2: 100000-150000
- 3: 150000-300000
- 4: 300000-500000
- 5: 500000-2000000

Level 5 is reserved for CEO, CTO, CFO and COO positions.

Review

This policy will be reviewed at a minimum annually and revised as needed to maintain organizational relevancy.

This sample HR policy document provides a broad framework and should be customized to fit the specific needs, culture, and legal requirements of your organization. Depending on jurisdiction, you may need to modify clauses and add additional policies to ensure compliance with local labor laws and regulations.