

Title: NovaSoft Employee Handbook

1. About NovaSoft

- NovaSoft is a mid-size software company that builds SaaS tools for businesses.
- Our values are: ownership, transparency, and continuous learning.

2. Code of conduct

- Treat colleagues, customers, and vendors with respect at all times.
- Harassment or discrimination of any kind is not tolerated.
- Company email and chat should be used for professional communication.

3. Probation and confirmation

- New employees typically have a probation period of 3 months.
- Performance is reviewed in the last month of probation by the reporting manager.
- Confirmation is issued in writing by HR.

4. Notice period

- The standard notice period for confirmed employees is 60 days.
- During probation, the notice period is 15 days.
- Notice period may be bought out or reduced with mutual agreement in writing.

5. Company assets

- Laptops and other equipment remain the property of NovaSoft.
- In case of loss or damage due to negligence, the employee may be liable for part of the cost.
- All assets must be returned on the last working day.

6. Performance reviews

- Formal performance reviews happen twice a year.
- Managers discuss goals, strengths, and areas of improvement with each team member.
- Salary revisions, if any, are communicated after the review cycle.

7. Grievance redressal

- For any concerns, employees should first speak with their manager.
- If the issue is not resolved, they can contact HR via the HR helpdesk email.
- Serious complaints can be escalated directly to the HR Head.

8. Workplace communication

- Slack is the primary tool for day-to-day communication at NovaSoft.

- Project discussions should happen in team channels rather than private chats so that information is searchable.
- Important decisions must be summarized in writing, either in Slack channels or in project documents.
- Email should be used for external communication with clients and partners.

9. Meetings and etiquette

- Meetings should have a clear agenda, shared at least one hour in advance.
- Participants are expected to join on time and keep cameras on whenever possible.
- If you cannot attend a meeting, inform the organizer and review the recording or notes later.
- Avoid booking unnecessary meetings; prefer short written updates where possible.

10. Dress code

- NovaSoft follows a casual dress code for regular days.
- Smart casuals are recommended during client visits, interviews, or external events.
- Clothing with offensive images or text is not allowed.

11. Remote work culture

- When working remotely, employees should ensure a quiet environment for calls.
- Headphones should be used for meetings to avoid disturbing family members or roommates.
- Background noise and distractions should be minimized to maintain professionalism.

12. Conflict resolution

- Disagreements are normal in a fast-moving team.
- Employees are encouraged to discuss issues directly with the concerned person in a respectful way.
- If the conflict remains unresolved, a neutral third party like the manager or HR can be involved.
- Personal attacks or public shaming are not acceptable.

13. Learning and development

- NovaSoft offers access to online learning platforms and internal tech talks.
- Employees are encouraged to spend a few hours each month on learning activities.
- Requests for paid trainings or certifications can be discussed with the manager as part of the development plan.

14. Social media

- Employees may mention NovaSoft in their profiles, but should avoid sharing confidential information.

- Opinions expressed on personal social media accounts are their own and should not be presented as official company statements.
- Posting screenshots of internal tools, dashboards, or chats is not allowed without approval.

15. Travel and expense basics

- Work-related travel must be approved by the reporting manager in advance.
- Employees should follow the travel and expense policy shared by the Finance team.
- Original bills should be submitted within 7 days of completing the trip.

16. Exit process

- When an employee resigns, HR will share an exit checklist.
- This includes knowledge transfer, returning assets, disabling access, and an exit interview.
- Feedback collected during exits is used to improve processes and work culture.