# UrProject Employee Handbook

This handbook sets out the main terms, policies and procedures for employees of UrProject Ltd (Company Number 16336005, registered office: 20 Wenlock Road, London, England, N1 7GU). It applies primarily to remote-working employees. Where benefits or policies are specific to UK law, this is clearly indicated as (UK employees only).

## 1. Introduction

Welcome to UrProject. This handbook explains your rights and responsibilities as an employee. It should be read alongside your contract and offer letter. The handbook is not contractual but provides guidance.

## 2. Joining UrProject

All new employees will receive an induction and onboarding, usually conducted remotely. Job descriptions are provided in offer letters but may evolve with business needs. Your performance will be reviewed regularly, especially during probation.

## 3. Equality, Inclusion & Diversity

UrProject is committed to providing equal opportunities. Discrimination, harassment and bullying are not tolerated. All employees must treat colleagues with dignity and respect, both online and offline.

## 4. Positive Work Environment

We expect high standards of behaviour in all forms of communication, including video calls, emails and messaging platforms. Harassment, offensive language or misconduct will result in disciplinary action.

## 5. Working Hours & Remote Working

Normal working hours are nine hours per day, Monday to Friday, with flexibility to meet project needs. As a remote-first company, employees must maintain a reliable internet connection and be responsive during working hours. Work schedules may be adjusted for different time zones with prior agreement.

## 6. Leave & Absence

Employees are entitled to 22 days annual leave per year, plus UK public holidays (adjusted if outside the UK). Sick leave must be reported as soon as possible. Medical certificates may be required for extended absence. Bereavement leave and dependants leave may be granted at the discretion of management. Jury service is supported in line with local laws.

## 7. Pay & Benefits

Employees are paid monthly in arrears by bank transfer. Salaries are confirmed in offer letters. The Company may deduct from pay any sums owed. Expenses will only be reimbursed if pre-approved and supported by receipts. Pensions and private medical cover apply (UK employees only).

## 8. General Terms

Employees must keep personal details up to date. Any secondary employment must be disclosed to avoid conflict of interest. Remote employees are responsible for maintaining a safe home working environment. Company equipment must be cared for and returned on termination of employment.

## 9. Confidentiality & Data Protection

Employees must protect UrProject data at all times. Passwords must not be shared and confidential information must not be disclosed. Remote work requires secure storage and safe handling of all data. UrProject complies with data protection laws (UK: GDPR).

## 10. IT, Social Media & Communications

Use of Company IT systems may be monitored. Reasonable personal use is permitted. Employees must not post content on social media that could damage UrProject’s reputation. All employees must comply with security and privacy requirements.

## 11. Health, Safety & Wellbeing

Employees must ensure their home working environment is safe. UrProject does not tolerate working under the influence of drugs or alcohol. Wellbeing support is available through HR and, where applicable, through the Employee Assistance Programme (UK employees only).

## 12. Disciplinary & Grievance

UrProject applies clear procedures to manage conduct. Misconduct, including gross misconduct such as theft, fraud, harassment or serious breaches of policy, may lead to dismissal. Employees can raise grievances with their manager or escalate to a Director. All employees have the right to appeal against disciplinary action.

## 13. Termination of Employment

During probation, either party may give one week’s notice. After probation, one month’s notice is required. The Company may place employees on garden leave during notice. All company property must be returned at the end of employment.

## 14. Governing Law

Unless otherwise specified in an individual contract, employment with UrProject is governed by the laws of England and Wales. Employees outside the UK remain subject to local employment law.