

# NexaCore Solutions Employee Handbook

## - Core Principles

Document ID: HR-HB-2025.01

Version: 1.2

Effective Date: 2025-09-01

Department: Human Resources

### 1. Welcome to NexaCore Solutions

NexaCore Solutions is dedicated to "**Simplifying enterprise operations with AI-powered automation.**" We are a high-growth SaaS company headquartered in Dubai, committed to innovation, integrity, and operational excellence. This handbook outlines the policies, procedures, and expectations that guide our professional lives together.

### 2. Our Core Values

Our values are the foundation of our culture and decision-making:

Value	Description
Automation First	We look for ways to streamline every process, both internally and for our clients, using AI and smart technology.
Unwavering Integrity	We operate with transparency, honesty, and ethical responsibility in all dealings.
Regional Relevance	We are committed to understanding and serving the unique needs of the Middle East & North Africa markets.
Continuous Learning	The AI and tech landscape changes daily; we prioritize professional growth and skill evolution.
One Team	We value cross-functional collaboration and inclusive communication.

### 3. Employment Basics

### **3.1. Contract of Employment**

Every employee is issued a formal employment contract detailing role, compensation, benefits, and local labor law provisions (UAE Law where applicable).

### **3.2. Work Hours and Attendance**

The standard work week is [40] hours. While we embrace a flexible working environment (see Remote Work Policy), employees are expected to be available during core hours: **[10:00 AM to 4:00 PM] GST (Gulf Standard Time)**, unless otherwise agreed upon with the direct manager. Consistent punctuality for meetings and adherence to project deadlines is mandatory.

## **4. Dress Code**

NexaCore maintains a **Smart-Casual** dress code. Professional attire is required for client meetings, industry events, or when representing the company publicly. Comfort and cleanliness are key, but overly casual attire (e.g., shorts, flip-flops) is discouraged in the office.

## **5. Information Security and Confidentiality**

Given our focus on enterprise SaaS and proprietary AI algorithms, the protection of client data, internal trade secrets, and intellectual property is paramount. All employees must complete mandatory annual IT Security training. **Unauthorized disclosure of any confidential information will result in immediate disciplinary action, up to and including termination.**

*This is an excerpt. The full handbook includes detailed sections on compensation, benefits, leave, and discipline.*