

# **ACME CORPORATION**

## **HR Policy Handbook**

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## **1. Remote Work Policy**

**1.1 Eligibility:** All full-time employees who have completed their 90-day probationary period are eligible to apply for remote work arrangements. Part-time employees may request remote work on a case-by-case basis with department head approval.

**1.2 Remote Work Days:** Eligible employees may work remotely up to 3 days per week with prior manager approval. The specific days must be agreed upon with the direct supervisor and should not conflict with team meeting schedules or critical deadlines.

**1.3 Equipment and Security:** Employees working remotely must use company-approved devices and maintain VPN connectivity at all times when accessing company systems. Personal devices may only be used with IT department approval and must have company-approved security software installed.

**1.4 Workspace Requirements:** Remote employees must maintain a dedicated workspace that is free from distractions and meets basic ergonomic standards. The company will provide a one-time stipend of \$500 for home office setup.

## **2. Paid Time Off (PTO) Policy**

**2.1 Accrual Rate:** Full-time employees accrue 1.5 days of paid leave per month, totaling 18 days annually. Employees with 5+ years of service accrue 2 days per month (24 days annually). Employees with 10+ years accrue 2.5 days per month (30 days annually).

**2.2 Carryover:** Unused PTO up to 10 days may be carried over to the following calendar year. Any balance exceeding 10 days will be forfeited on December 31st unless approved for extended carryover by HR.

**2.3 Request Process:** PTO requests must be submitted through the HR portal at least 5 business days in advance for planned leave. Emergency leave requests will be handled on a case-by-case basis.

**2.4 Sick Leave:** In addition to PTO, employees receive 10 days of sick leave annually. Sick leave does not carry over and is not paid out upon termination. A doctors note is required for sick leave exceeding 3 consecutive days.

### **3. Travel and Expense Reimbursement**

**3.1 Pre-Approval:** All business travel must be pre-approved by the department manager and finance team. Requests should be submitted at least 2 weeks before the intended travel date via the expense management system.

**3.2 Transportation:** Air travel should be booked in economy class for domestic flights. Business class may be approved for international flights exceeding 6 hours. The standard mileage reimbursement rate is \$0.67 per mile for personal vehicle use.

**3.3 Lodging:** Hotel accommodations should not exceed \$200 per night for domestic travel and \$300 per night for international travel, unless in high-cost cities where pre-approval for higher rates may be granted.

**3.4 Meals:** Daily meal allowance is \$75 for domestic travel and \$100 for international travel. Alcohol expenses are not reimbursable. Receipts are required for all expenses over \$25.

## **4. Code of Conduct**

**4.1 Professional Behavior:** All employees are expected to conduct themselves professionally and treat colleagues, clients, and partners with respect and dignity. Harassment, discrimination, or bullying of any kind will not be tolerated.

**4.2 Anti-Harassment Policy:** ACME Corporation maintains a zero-tolerance policy for harassment based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, or gender identity. Violations should be reported to HR immediately.

**4.3 Conflict of Interest:** Employees must disclose any potential conflicts of interest to their manager and HR. This includes outside employment, financial interests in competitors, or personal relationships that may affect business decisions.

**4.4 Confidentiality:** Employees must protect confidential company information and trade secrets. This obligation continues even after employment ends. Violations may result in legal action.

## 5. Employee Benefits

**5.1 Health Insurance:** Comprehensive health insurance coverage is effective on the first day of employment. ACME covers 80 percent of premiums for employee-only coverage and 70 percent for family plans. Options include PPO and HMO plans.

**5.2 Retirement Plan:** Employees are eligible for the 401(k) retirement plan after 90 days of employment. ACME provides a 4 percent company match on employee contributions. Vesting is immediate for the employee contribution and follows a 3-year graded vesting schedule for the company match.

**5.3 Life Insurance:** Basic life insurance equal to 1x annual salary is provided at no cost to employees. Additional voluntary life insurance up to 5x salary is available for purchase.

**5.4 Professional Development:** ACME provides up to \$3,000 annually for professional development, including courses, certifications, and conferences. Requests must be approved by the department head.

## **6. Performance Review Process**

**6.1 Review Cycle:** Performance reviews are conducted bi-annually in June and December. Mid-year reviews focus on progress toward goals, while year-end reviews determine merit increases and promotions.

**6.2 Rating Scale:** Employees are rated on a 5-point scale: (1) Needs Improvement, (2) Meets Some Expectations, (3) Meets Expectations, (4) Exceeds Expectations, (5) Outstanding. Ratings of 1 or 2 require a Performance Improvement Plan (PIP).

**6.3 Merit Increases:** Annual merit increases are based on performance ratings and market adjustments. The typical range is 2-5 percent for employees meeting or exceeding expectations. Promotions may include larger increases based on the new role compensation band.

## **7. Grievance Procedure**

**7.1 Informal Resolution:** Employees are encouraged to first attempt to resolve workplace concerns directly with the involved party or their immediate supervisor. Many issues can be resolved through open communication.

**7.2 Formal Complaint:** If informal resolution is unsuccessful, employees may file a formal grievance with HR within 30 days of the incident. The complaint should be submitted in writing and include specific details, dates, and any witnesses.

**7.3 Investigation:** HR will acknowledge receipt within 3 business days and complete an investigation within 30 days. Both parties will be interviewed, and relevant documentation will be reviewed. The employee will be informed of the outcome in writing.

**7.4 Non-Retaliation:** ACME strictly prohibits retaliation against employees who file grievances in good faith. Any suspected retaliation should be reported to HR immediately.