

# Welcome

Welcome to AcmeTech! We are excited to have you join our team. This handbook provides guidelines, policies, and resources to help you succeed at AcmeTech. Our mission is to innovate responsibly, empower employees, and deliver impactful technology solutions.

## Company Values

At AcmeTech, our values drive everything we do:

- Innovation: We embrace creativity and continuous improvement.
- Integrity: We act honestly, ethically, and transparently.
- Collaboration: We work as one team, respecting diverse perspectives.
- Customer Focus: We put customers at the center of our decisions.
- Accountability: We take ownership of our commitments and results.

## **Work Hours and Attendance**

Our standard workweek is 40 hours, Monday through Friday. Employees are expected to be available during core business hours (9 AM – 4 PM local time). Flexible arrangements may be approved by managers. Remote work is supported, but regular attendance at virtual team meetings is required.

## Leave Policies

Employees are entitled to the following leave benefits:   - Vacation: 20 days per year, accrued monthly.   - Sick Leave: 10 days per year.   - Parental Leave: Up to 12 weeks of paid leave.   - Public Holidays: Observed according to local calendars.   Requests for time off should be submitted via the HR portal at least 2 weeks in advance.

## **Code of Conduct**

All employees must maintain professional behavior and respect workplace diversity.

Harassment, discrimination, or retaliation of any kind will not be tolerated.

Confidential information must not be shared outside the company without proper authorization. Employees are encouraged to report concerns to HR or use the anonymous ethics hotline.

## Compensation and Benefits

AcmeTech provides competitive salaries reviewed annually, performance-based bonuses, and stock option opportunities. Benefits include comprehensive health insurance, retirement savings plans, and employee wellness programs.

## **IT and Security**

Employees must use company-approved devices and software. Passwords should be unique, strong, and updated every 90 days. Multi-factor authentication is required for all systems. Company data should be stored only in approved cloud storage and must not be downloaded onto personal devices.

## **Travel and Expenses**

Employees may be required to travel for business purposes. Travel requests must be pre-approved by management. Expenses should be submitted within 10 business days using the corporate expense system. Reimbursable expenses include flights, lodging, meals, and transportation.



## Career Development

AcmeTech supports continuous learning and career growth. Employees have access to an annual training budget, online courses, and leadership development programs. Career progression is based on performance, skills, and business needs.

## Health and Safety

The company is committed to maintaining a safe workplace. Employees should report unsafe conditions immediately. Remote employees should maintain ergonomic home workspaces. AcmeTech offers confidential counseling and wellness support services.

## **Exit Process**

When leaving AcmeTech, employees must provide at least 2 weeks' notice. All company property must be returned before the final working day. HR will schedule an exit interview to gather feedback and process final pay.