

Company Name: TechNova Solutions Inc.

Employee Handbook - Summary of Company Policies

1. Company Values:

- Innovation: We embrace forward-thinking technology and creativity.
- Integrity: We are committed to ethical behavior and transparency.
- Customer Focus: We prioritize customer satisfaction and quality service.

2. Code of Conduct:

- Employees must maintain professionalism in the workplace.
- Discrimination, harassment, or abusive behavior will not be tolerated.
- Employees should report misconduct to HR immediately.

3. Work Hours and Attendance:

- Standard work hours are 9:00 AM to 6:00 PM, Monday to Friday.
- Employees must notify supervisors in case of absence or tardiness.
- Remote work requests must be approved by the department manager.

4. Leave Policy:

- Paid leave includes vacation (15 days/year), sick leave (10 days/year), and personal leave (5 days/year).
- Unpaid leave must be requested in advance and is subject to approval.

5. Information Security:

- Employees must protect confidential data and follow security protocols.
- Sharing passwords or unauthorized access to systems is strictly prohibited.

- Report any security breaches immediately to the IT department.

6. Use of Company Resources:

- Company devices should be used for work-related tasks only.
- Internet and email usage is monitored to ensure compliance with policy.
- Software installations must be approved by the IT department.

7. Employee Benefits:

- Health insurance coverage begins after 30 days of employment.
- Retirement plan options include 401(k) matching up to 5% of salary.
- Professional development reimbursement is available up to \$1,000/year.

8. Termination and Resignation:

- Employees must provide at least 2 weeks' notice when resigning.
- Final paychecks will include unused paid leave.
- Company property must be returned before departure.

9. Contact Information:

- HR Department: hr@technova.com
- IT Helpdesk: support@technova.com
- Emergency Hotline: 1-800-555-TECH

Thank you for being a valued member of TechNova Solutions Inc.