Welcome to Nexora Technologies!

Welcome to Nexora Technologies, a cutting-edge technology company committed to innovation, collaboration, and employee well-being. This handbook is designed to provide you with essential information about our company culture, policies, and expectations. We believe in fostering an environment where every employee can thrive and contribute to our shared success.

We’re excited to have you onboard.

# Our Mission

At Nexora Technologies, our mission is to simplify enterprise automation with ethical, scalable, and privacy-first AI systems. We are dedicated to pushing the boundaries of what's possible, driven by a passion for excellence and a commitment to our clients.

# Our Values

* **Innovation:** We embrace creativity and continuously seek new ways to solve complex challenges.
* **Collaboration:** We believe in the power of teamwork and foster an inclusive environment where diverse perspectives are valued.
* **Integrity:** We operate with honesty, transparency, and the highest ethical standards.
* **Excellence:** We strive for superior quality in everything we do, from our products to our customer service.
* **Growth:** We are committed to the continuous learning and professional development of our employees.
* **Inclusion:** Diverse backgrounds strengthen our thinking and teams.

# Company Structure

Nexora is organized into the following departments:

* **Engineering**
* **Product & Design**
* **People & Operations**
* **Sales & Customer Success**
* **Security & Infrastructure**

We operate in a hybrid model, with hubs in Amsterdam, Berlin, Toronto, San Francisco, Dubai and Singapore.

# Employment Policies

## Equal Employment Opportunity

Nexora Technologies is an equal opportunity employer. We are committed to providing a workplace free from discrimination and harassment. All employment decisions are based on merit, qualifications, and business needs.

## Harassment-Free Workplace

Nexora Technologies is dedicated to maintaining a harassment-free workplace. Any form of harassment, including sexual harassment, is strictly prohibited and will not be tolerated. Employees who experience or witness harassment are encouraged to report it immediately.

## Confidentiality

Employees are expected to maintain the confidentiality of all proprietary company information, including but not limited to, client data, product designs, financial records, and business strategies. This obligation continues even after employment with Nexora Technologies ends.

# Work Environment and Conduct

## Code of Conduct

All employees are expected to uphold the highest standards of professional conduct. This includes treating colleagues, clients, and partners with respect, honesty, and integrity.

## Dress Code

Nexora Technologies promotes a professional yet comfortable work environment. Employees are expected to dress in a manner that is appropriate for a business setting. Casual business attire is generally acceptable.

## Use of Company Property

Company property, including computers, software, and other equipment, is provided for business use. Incidental personal use is permitted as long as it does not interfere with work duties or violate company policies.

# Benefits and Compensation

## Compensation

Nexora Technologies offers competitive salaries and performance-based incentives. Compensation reviews are conducted annually.

## Health and Wellness

We provide comprehensive health, dental, and vision insurance plans for eligible employees and their dependents. Additional wellness programs and resources are also available.

## Paid Time Off (PTO)

Employees are eligible for paid time off, which includes vacation days, sick leave, and holidays. You might also be eligible to spend 3 months in one of our offices in Singapore, United States or Dubai. Details regarding PTO accrual and usage can be found in our detailed PTO policy document.

## Retirement Savings

Nexora Technologies offers a 401(k) retirement savings plan with company matching contributions to help employees plan for their financial future.

# Performance Management

## Performance Reviews

Regular performance reviews are conducted to provide feedback, recognize achievements, and identify areas for development. These reviews are a collaborative process between employees and their managers.

## Training and Development

Nexora Technologies is committed to supporting the professional growth of its employees. We offer various training programs, workshops, and opportunities for skill development to enhance your career trajectory.

# Safety and Security

## Workplace Safety

We are committed to providing a safe and healthy work environment. Employees are responsible for adhering to all safety procedures and reporting any potential hazards.

## Emergency Procedures

In the event of an emergency, employees should follow established emergency procedures. Information regarding evacuation routes and emergency contacts is posted throughout the office.

# Leaving Nexora Technologies

## Resignation

Employees who choose to resign are requested to provide at least two weeks' written notice to their manager and Human Resources.

## Exit Interview

An exit interview may be conducted to gather feedback and insights that can help us improve the employee experience.

# Contact Information

For any questions or further clarification regarding the policies outlined in this handbook, please contact the Human Resources department:

| Department | Contact Email |
| --- | --- |
| Human Resources | hr@nexoratech.com |
| IT Support | support@nexoratech.com |
| Payroll | payroll@nexoratech.com |

We are excited to have you as part of the Nexora Technologies team and look forward to a successful journey together!