



Orbit Capital

HR Policy Handbook v3.0 - July 30, 2025

Introduction

Welcome to Orbit Capital's Human Resources Policy Handbook. This handbook serves as a comprehensive guide to our company policies, procedures, and expectations for all employees.

Orbit Capital is committed to maintaining a workplace that is safe, inclusive, and conducive to professional growth. Our policies are designed to protect both employees and the organization while promoting fairness and transparency.

Key Principles:

- Respect for all individuals and their contributions
- Commitment to diversity, equity, and inclusion
- Professional development and career growth opportunities
- Work-life balance and employee well-being
- Ethical conduct and integrity in all business activities

Employment Policies

1. Equal Employment Opportunity

Orbit Capital provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or any other protected status.

2. Recruitment and Hiring

All hiring decisions are made based on qualifications, experience, and ability to perform the essential functions of the position. We conduct thorough background checks and reference verification for all candidates.

3. Probationary Period

New employees serve a probationary period of 90 days, during which their performance is closely monitored and evaluated. Successful completion of probation leads to permanent employment status.

4. Performance Management

Regular performance reviews are conducted annually, with quarterly check-ins for ongoing feedback and development planning. Performance expectations are clearly communicated and documented.

Compensation and Benefits

1. Salary Structure

Compensation is determined based on role, experience, performance, and market competitiveness. Salary reviews occur annually or upon promotion.

2. Benefits Package

- Comprehensive health insurance (medical, dental, vision)
- 401(k) retirement plan with company matching
- Flexible spending accounts (FSA/HSA)
- Life and disability insurance
- Paid time off (vacation, sick leave, holidays)
- Professional development stipend
- Remote work options and flexible scheduling

3. Bonuses and Incentives

Performance-based bonuses are awarded annually based on individual and company performance. Additional incentives may include equity participation for eligible roles.

Workplace Conduct and Ethics

1. Code of Conduct

All employees are expected to conduct themselves professionally and ethically at all times. This includes:

- Maintaining confidentiality of sensitive information
- Avoiding conflicts of interest
- Treating colleagues with respect and dignity
- Complying with all applicable laws and regulations
- Protecting company assets and intellectual property

2. Anti-Harassment Policy

Orbit Capital maintains a zero-tolerance policy for harassment of any kind. This includes sexual harassment, discrimination, bullying, and retaliation. All complaints are investigated promptly and confidentially.

3. Social Media and Communications

Employees must use professional judgment when posting on social media or communicating on behalf of the company. Personal social media activity should not reflect negatively on Orbit Capital.

Work Environment and Safety

1. Workplace Safety

Employee safety is our top priority. All employees are required to follow safety protocols and report any hazards or unsafe conditions immediately.

2. Remote Work Policy

Orbit Capital supports flexible work arrangements. Remote work is available for eligible positions, subject to manager approval and business needs.

3. Technology and Equipment

The company provides necessary technology and equipment for job performance. Employees are responsible for the proper use and security of company-issued devices.

Leave and Time Off Policies

1. Paid Time Off (PTO)

Full-time employees accrue PTO at a rate of 15 days per year, increasing with tenure. PTO can be used for vacation, personal matters, or illness.

2. Sick Leave

Employees receive 10 days of paid sick leave annually. Additional sick leave may be available under applicable state laws.

3. Family and Medical Leave

Eligible employees may take up to 12 weeks of unpaid, job-protected leave for family or medical reasons under FMLA.

4. Holiday Schedule

Orbit Capital observes 10 paid holidays annually, plus additional floating holidays for flexible scheduling.

Professional Development

1. Training and Development

Employees have access to various training programs, conferences, and educational opportunities. Professional development is encouraged and supported.

2. Career Advancement

Orbit Capital promotes internal career growth through mentorship programs, job rotations, and clear advancement paths.

3. Performance Improvement

When performance issues arise, employees receive constructive feedback and support to improve. Formal performance improvement plans may be implemented when necessary.

Disciplinary Procedures

1. Progressive Discipline

Disciplinary actions follow a progressive approach: verbal warning, written warning, suspension, and termination. Serious violations may result in immediate termination.

2. Termination Procedures

All terminations are handled with dignity and respect. Exit interviews are conducted to gather feedback, and final paychecks include all accrued compensation.

3. Appeals Process

Employees have the right to appeal disciplinary decisions through the HR department or designated appeals committee.

Contact Information

For questions regarding HR policies or procedures, please contact:

Human Resources Department

Orbit Capital

Email: hr@orbitcapital.com

Phone: (555) 123-4567

Address: 123 Financial District, New York, NY 10004

HR Leadership:

Dr. Priya Patel, Head of People Operations - p.patel@orbitcapital.com

Lisa Thompson, HR Manager - l.thompson@orbitcapital.com

This handbook is reviewed annually and may be updated as needed. Employees will be notified of any policy changes.