Company Policies & Guidelines

Build 2Learn: Employee Policies and Guidelines

Welcome to **Build 2Learn**! As a new member of our team, we are excited to have you join our growing company. To ensure a productive, respectful, and secure environment for all, we have established a set of company policies and guidelines. These are designed to ensure clarity and fairness in our operations, and we expect all employees to adhere to them.

---

1. Code of Conduct

At **Build 2Learn**, we believe that our workplace culture should be built on mutual respect, collaboration, and professionalism. As such, we expect all employees to adhere to the following standards:

- **Professionalism:** Maintain a high standard of professionalism in all communication, interactions, and responsibilities. Treat colleagues, clients, and stakeholders with respect and courtesy at all times.
- **Integrity and Honesty:** Be honest, transparent, and accountable in all work-related activities. Do not engage in any form of dishonesty or unethical behavior, including falsifying information or misrepresenting facts.
- **Respect for Diversity:** Foster an inclusive workplace by respecting all individuals, irrespective of their race, gender, ethnicity, religion, sexual orientation, or background. Diversity is encouraged and celebrated at **Build 2Learn**.
- **Confidentiality:** Employees are expected to keep sensitive company and client information confidential. Sharing proprietary knowledge or data outside the organization without authorization is strictly prohibited.
- **Conflict Resolution:** Any conflicts that arise between employees should be handled professionally and in a constructive manner. If necessary, employees should approach their immediate supervisor or HR for guidance in resolving disputes.

---

2. IT & Security Policy

We take the security of our data and systems seriously to protect both the company and our clients. All employees must follow these IT & Security policies:

- **Password Management:** Use strong passwords and change them regularly. Passwords should not be shared, and employees are responsible for maintaining the confidentiality of their login credentials.
- **System Access:** Only access systems, software, and data that are necessary for performing your job functions. Unauthorized access to systems is strictly prohibited.
- **Data Protection:** All company data (both physical and digital) must be handled securely. Employees must ensure that files are stored on secure company servers or cloud services, and physical documents should be locked when not in use.
- **Cybersecurity:** Employees must follow best practices for cybersecurity, including not clicking on suspicious links, emails, or attachments. In the event of a security breach or suspected malware, employees should immediately report it to the IT team.
- **Remote Device Security:** When working remotely, employees must ensure that devices (laptops, phones, etc.) are secured by encryption and are only accessed on trusted networks. Public Wi-Fi should be avoided for accessing sensitive company data.
- **Software Usage:** Only authorized software and tools should be used for work-related activities. Do not install personal software on company devices without prior approval from the IT team.

---

3. Leave Policy

Build 2Learn understands the importance of work-life balance and offers flexible leave options to all employees. Please familiarize yourself with the leave policies:

- **Annual Leave (Vacation Leave):** All full-time employees are entitled to **12 days** of paid vacation leave per year. Employees must submit leave requests at least two weeks in advance, whenever possible.

- **Sick Leave:** Employees are entitled to **6 days** of paid sick leave per year. In case of extended illness, employees must notify their supervisor and may be required to submit a doctor's note.
- **Public Holidays:** The company observes **10 days** of public holidays . Employees are entitled to paid time off on these days.
- **Maternity/Paternity Leave:** Employees are eligible for **26 weeks** of maternity/paternity leave, with the specifics depending on the country's regulations. Requests must be made in advance to HR.
- **Unpaid Leave:** Employees can request unpaid leave for personal reasons, subject to approval from their manager.
- **Leave Approval:** Leave requests should be submitted through the company's HR system and must be approved by the employee's immediate supervisor before being finalized.

---

4. Remote Work Policy

As part of our commitment to flexibility and work-life balance, **Build 2Learn** allows eligible employees to work remotely. Please follow these guidelines to ensure smooth remote work:

- **Remote Work Eligibility:** Employees may work remotely as per the arrangement with their manager or department. Remote work should not exceed 4 days per week unless otherwise agreed upon.
- **Work Hours:** Employees working remotely must adhere to the same working hours as those working in the office unless an alternative schedule has been approved by their manager.
- **Availability:** Employees working remotely should be available during work hours through company communication channels (email, Slack, video calls) for meetings, collaboration, and updates.
- **Workspace Requirements:** Employees should have a quiet, professional, and ergonomic workspace for remote work. The company will not be responsible for providing home office equipment unless otherwise stated.
- **Communication:** Remote employees are expected to maintain consistent communication with their teams and managers, ensuring project deadlines and milestones are met.

- **Productivity Tracking:** Regular check-ins, project updates, and performance reviews will be conducted to track the productivity and progress of remote employees.

---

5. Workplace Harassment Policy

At **Build 2Learn**, we are committed to providing a work environment free from harassment and discrimination. All employees have the right to work in an environment that is respectful, supportive, and free from any form of harassment or bullying.

- **Definition of Harassment:** Harassment includes any unwelcome behavior, comments, or actions based on a person's race, gender, sexual orientation, religion, age, disability, or any other characteristic protected by law. This includes verbal, physical, or visual conduct that creates an intimidating, hostile, or offensive work environment.
- **Zero Tolerance Policy: Build 2Learn** has a zero-tolerance policy toward harassment. Any employee found to have engaged in harassment or discriminatory behavior will face disciplinary action, including potential termination.
- **Reporting Harassment:** Employees who experience or witness harassment should immediately report the behavior to their supervisor, HR, or through the company's designated complaint channels. Confidentiality will be maintained to the greatest extent possible, and all complaints will be investigated promptly and fairly.
- **Retaliation:** Retaliation against anyone who reports harassment or participates in an investigation is strictly prohibited. Employees found to have retaliated against others will face disciplinary action.

Acknowledgment and Agreement

By signing below, you acknowledge that you have read, understood, and agree to comply with the **Build 2Learn** employee policies and guidelines. These policies are subject to change, and you will be notified of any updates.