EazyBytes - Employee Handbook & HR Policies

Page 1: Company Overview & General Policies

Welcome to EazyBytes EazyBytes is a leading technology company specializing in innovative software solutions and digital transformation services. We are committed to creating an inclusive, collaborative, and productive work environment where every employee can thrive.

Our Mission & Values - Mission: To deliver cutting-edge technology solutions that empower businesses to achieve digital excellence. - Core Values: Innovation, Integrity, Collaboration, Excellence, Customer-Centricity

Equal Employment Opportunity EazyBytes is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other legally protected status.

Work Hours & Attendance - Standard Hours: Monday - Friday, 9:00 AM - 6:00 PM - Lunch Break: 2 hour unpaid break between 1:00 PM - 3:00 PM - Flexible Work Options: Hybrid work model available for eligible positions - Attendance: Punctuality is essential. Notify your manager at least 2 hours before your shift if you'll be late or absent.

Code of Conduct All employees are expected to: - Maintain professional behavior at all times - Respect colleagues, clients, and partners - Protect company confidential information - Use company resources responsibly - Report any violations through proper channels

Page 2: Benefits & Leave Policies

Compensation & Benefits - Salary: Paid semi-monthly on 15th and last day of each month - Performance Reviews: Annual reviews with potential for salary increases and bonuses - Health Insurance: Comprehensive medical, dental, and vision coverage - Retirement: 401(k) plan with company matching up to 4% - Professional Development: Annual budget of $2,000 for courses and certifications

Leave Policies

Paid Time Off (PTO) - 0-2 years: 15 days per year - 3-5 years: 20 days per year - 6+ years: 25 days per year - PTO accrues monthly and can be carried over (maximum 10 days)

Holidays - Federal Holidays: 10 paid holidays per year - Floating Holidays: 2 additional personal days per year

Other Leave Types - Sick Leave: 8 days per year (separate from PTO) - Bereavement Leave: 3 days for immediate family, 1 day for extended family - Jury Duty: Paid leave for required jury service - Parental Leave: 12 weeks paid leave for birth/adoption of a child

Leave Request Process 1. Submit requests through HR portal at least 2 weeks in advance 2. Manager approval required 3. Emergency leave: Notify manager immediately, submit documentation within 48 hours

Page 3: Performance, Development & Termination

Performance Management

Performance Review Cycle - Quarterly Check-ins: Informal progress discussions - Annual Reviews: Formal performance evaluation - Goal Setting: SMART goals set at beginning of each year

Performance Improvement Plan (PIP) - Duration: 90 days - Weekly check-ins with manager - Clear objectives and measurable outcomes - Final evaluation at plan completion

Professional Development

Training Opportunities - Internal Training: Monthly workshops and skill-sharing sessions - External Courses: Approved courses reimbursed up to annual limit - Conference Attendance: Up to 2 conferences per year with prior approval - Mentorship Program: Pairing with senior team members

Career Progression - Internal Mobility: Priority consideration for open positions - Promotion Criteria: Based on performance, skills, and business needs - Skills Matrix: Clear progression paths for each role

Workplace Safety & Security - Emergency Procedures: Regular drills and clear evacuation plans - Workplace Violence: Zero-tolerance policy with immediate reporting procedures - Data Security: Mandatory training on data protection and privacy - Equipment Safety: Proper use guidelines for all company equipment

Termination Policies

Resignation - Notice Period: 2 weeks standard, 4 weeks for management positions - Exit Process: Return of company property, final paycheck, benefits counseling

Termination for Cause Immediate termination may occur for: - Violation of company policies - Misconduct or unethical behavior - Poor performance despite improvement plans - Breach of confidentiality

Final Paycheck - Timing: Final paycheck issued on next regular payday - Includes: Accrued PTO, final salary, any applicable bonuses

Contact Information

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This handbook is a general guide and does not constitute a contract of employment. EazyBytes reserves the right to modify these policies at any time.