

# Inazuma.co Employee Handbook

## 1. Introduction

Welcome to Inazuma.co! We are delighted to have you as a member of our team. This handbook is an essential resource designed to provide you with comprehensive information about our company, its policies, and the procedures that govern our workplace. It serves as a guide to help you navigate our work environment, understand our company culture, and clarify the expectations we have for all employees. At Inazuma.co, we are committed to fostering a positive, inclusive, and productive workplace where every individual is valued, respected, and empowered to thrive and contribute to our shared success. We believe that our employees are our greatest asset, and we are dedicated to creating an environment where you can grow both personally and professionally. This handbook is intended to be a helpful tool throughout your employment journey with Inazuma.co. Please take the time to read it carefully and familiarize yourself with its contents. If you have any questions or require further clarification on any of the information provided, we encourage you to reach out to your supervisor or the Human Resources Department, who will be happy to assist you.

## 2. Company Overview

- **Mission:** To empower brands with cutting-edge technology and human-centered strategies that deliver seamless, personalized consumer experiences at scale.
- **Vision:** To become the global benchmark for direct-to-consumer excellence, redefining how brands engage, grow, and retain their audiences.
- **Values:**
  - ▢ **Innovation:** We embrace change and continuously seek new ways to improve.
  - ▢ **Customer Obsession:** Every decision centers around delivering value and delight to our customers.
  - ▢ **Agility:** We move fast, adapt quickly, and stay ahead of the curve.
  - ▢ **Integrity:** We act with transparency, accountability, and respect.
  - ▢ **Collaboration:** We believe in the power of teams and shared success.

Inazuma.co is committed to [Provide a detailed description of the company, its history, and its business]. We were founded on the principles of [Highlight the founding principles] and have grown to become a leader in [Industry]. Our success is driven by our dedicated employees, our commitment to

innovation, and our unwavering focus on [Key aspects of the business, e.g., customer satisfaction, quality, etc.].

We believe in [Provide a more detailed explanation of the company culture, emphasizing key aspects such as innovation, collaboration, customer focus, diversity, and inclusion]. At Inazuma.co, we strive to create a workplace where:

- Innovation is encouraged and rewarded.
- Collaboration and teamwork are essential to our success.
- We are committed to providing exceptional service/products to our customers.
- Diversity is valued, and all employees are treated with respect and dignity.
- We foster a culture of open communication and continuous improvement.
- We are dedicated to the professional growth and development of our employees.

### 3. Employment Information

- **Equal Employment Opportunity (EEO):** Inazuma.co is an equal opportunity employer and prohibits any form of discrimination and harassment. We are committed to providing a workplace where all employees are treated with respect, dignity, and fairness, and where employment

decisions are based on qualifications, performance, and business needs.

We strictly prohibit discrimination and harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other legally protected characteristic. This policy applies to all aspects of employment, including recruitment, hiring, promotion, transfer, compensation, benefits, discipline, and termination.

- **Types of Employment:**

- Full-time: Employees who are hired to work a regular schedule of [Specify hours per week, e.g., 40 hours per week] on a consistent basis. Full-time employees are typically eligible for the company's full range of benefits.
- Part-time: Employees who are hired to work a schedule of fewer than [Specify hours per week, e.g., 30 hours per week]. Part-time employees may be eligible for some benefits, depending on their hours of work and company policy.
- Temporary: Employees who are hired for a specific project or period of time, usually with a defined start and end date. The

terms of their employment, including benefits eligibility, will be outlined at the time of hire.

- Contract/Freelance: Individuals or entities who are engaged to provide specific services or complete specific projects, as governed by contractual agreements. These individuals are not considered employees of Inazuma.co, and their relationship with the company is defined by the terms of their contract.
- **At-Will Employment:** Employment at Inazuma.co is at-will, meaning that, unless a specific written agreement states otherwise, the employment relationship between an employee and the company can be terminated at any time, with or without cause, and with or without notice, by either the employee or the company, subject to applicable laws.  
This policy should not be interpreted as a guarantee of continued employment. Nothing in this handbook creates an express or implied contract of employment.
- **Probationary Period:** New employees may be subject to a probationary period of [Specify duration, e.g., 90 days]. This period allows both the employee and the company to assess the suitability of the employment relationship.

During the probationary period, the employee's performance, attendance, and overall fit within the company culture will be evaluated. The company may terminate the employment relationship at any time during this period if the employee's performance or conduct does not meet expectations. Upon successful completion of the probationary period, the employee will typically transition to regular employment status.

#### 4. Workplace Policies

- **Anti-Harassment and Discrimination:** Inazuma.co is committed to maintaining a workplace that is free from harassment and discrimination. We believe that all employees have the right to work in an environment that is respectful, inclusive, and free from any form of unlawful discrimination.  
We strictly prohibit any form of harassment or discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other legally protected characteristic. This policy applies to all individuals in the workplace, including employees, supervisors, managers, customers, vendors, and visitors.

Harassment includes, but is not limited to, verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their protected characteristics, or that has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

Discrimination includes treating an individual differently or less favorably because of their protected characteristics with respect to any aspect of employment, including hiring, firing, promotion, compensation, benefits, or training.

Any employee who believes they have been subjected to harassment or discrimination is encouraged to report the incident immediately to their supervisor or the Human Resources Department. All reports of harassment or discrimination will be investigated promptly and thoroughly, and appropriate action will be taken to address any violations of this policy.

- **Workplace Safety:** Inazuma.co is committed to providing a safe and healthy work environment for all employees. We believe that workplace safety is a shared responsibility, and we expect all employees to actively participate in creating and maintaining a safe

work environment.

Employees are expected to follow all safety rules, regulations, and procedures, and to use any provided safety equipment or personal protective equipment (PPE) as required. Employees are also responsible for reporting any unsafe conditions, hazards, or potential safety violations to their supervisor or Human Resources immediately.

The company will provide regular safety training to all employees to ensure that they have the knowledge and skills necessary to perform their jobs safely. We will also conduct regular safety inspections and audits to identify and address any potential hazards. Failure to comply with safety rules and regulations may result in disciplinary action, up to and including termination of employment.

- **Drug-Free Workplace:**

Inazuma.co is committed to maintaining a drug-free workplace. We believe that the use of drugs and alcohol can impair an employee's ability to perform their job safely and effectively, and can create a risk to the health and safety of other employees. Employees are strictly prohibited from the unlawful manufacture, distribution, possession, use, or

being under the influence of alcohol or drugs while on company premises, during working hours, or while conducting company business. This prohibition extends to both illegal drugs and the misuse of prescription drugs. The company may conduct drug and alcohol testing under certain circumstances, such as post-accident, reasonable suspicion, or as required by law. Refusal to submit to a drug or alcohol test may result in disciplinary action, up to and including termination of employment.

Employees are encouraged to seek assistance if they are struggling with drug or alcohol addiction. The company may provide resources or referrals to appropriate treatment programs.

- **Smoking Policy:** [Specify the company's smoking policy in detail, including designated smoking areas, restrictions on smoking in company vehicles or at off-site business events, and any other relevant rules and regulations].
- **Confidentiality:** Employees are required to maintain the confidentiality of all company information, including trade secrets, proprietary data, customer information, financial records, and any other sensitive or non-public information. This

obligation extends both during and after employment with Inazuma.co. Employees must not disclose confidential information to any unauthorized individuals, either within or outside the company. Employees are also expected to take reasonable precautions to prevent unauthorized access to confidential information. Violation of this confidentiality policy may result in disciplinary action, up to and including termination of employment, and may also subject the employee to legal liability.

- **Data Protection and Privacy:**

Inazuma.co is committed to protecting the privacy of employee and customer data. We recognize the importance of maintaining the confidentiality and security of personal information, and we adhere to all applicable data protection laws and regulations. Employees are responsible for complying with all company policies and procedures regarding the collection, use, storage, and handling of personal information. Employees must only access and use personal information as necessary to perform their job duties, and they must take appropriate measures to protect this information from unauthorized access, use, or disclosure.



Any employee who violates our data protection and privacy policies may be subject to disciplinary action, up to and including termination of employment, and may also be held personally liable for any resulting damages.

- **Internet and Email Usage:**

Company internet and email systems are provided to employees for business purposes and to facilitate work-related communication. Employees are expected to use these resources responsibly, ethically, and in accordance with company policies. The following guidelines apply to the use of company internet and email systems:

- Usage should be primarily for business-related activities.
- Employees should not use these resources for personal gain, illegal activities, or any purpose that could harm the company's reputation.
- Employees should not access, download, or distribute inappropriate or offensive content.
- Employees should be mindful of security risks, such as phishing scams and malware, and should take precautions to protect company systems and data.

- The company reserves the right to monitor employee use of internet and email systems, subject to applicable laws.

Violation of these guidelines may result in disciplinary action, up to and including termination of employment.

- **Social Media Policy:** Inazuma.co recognizes that social media is a powerful tool for communication and networking. However, employees are expected to use social media responsibly and professionally, and to refrain from posting any content that could harm the company's reputation, violate company policies, or disclose confidential information. Employees should be aware that their online activities can reflect on the company, and they should exercise good judgment when posting content that relates to Inazuma.co, its employees, customers, or business partners. The following guidelines apply to employee use of social media:
  - Employees should not post any confidential or proprietary information about the company.
  - Employees should not make any statements that could be considered defamatory, discriminatory, or harassing.
  - Employees should not

impersonate or misrepresent themselves as acting on behalf of the company unless authorized to do so.

- Employees should be respectful of others and avoid engaging in online arguments or disputes that could damage the company's reputation.

Violation of this social media policy may result in disciplinary action, up to and including termination of employment.

- **Conflict of Interest:** Employees must avoid any conflicts of interest, or even the appearance of a conflict of interest, that could compromise their ability to act in the best interests of the company. A conflict of interest occurs when an employee's personal interests, or the interests of a family member or close associate, could potentially influence their judgment or decision-making in a way that is detrimental to the company.

Employees are required to disclose any potential conflicts of interest to their supervisor or the Human Resources Department as soon as they become aware of them. The company will review the situation and take appropriate action to address the conflict, which may include reassignment of duties, recusal from certain decisions, or

other measures.

Examples of conflicts of interest include, but are not limited to:

- Having a financial interest in a competitor, supplier, or customer.
- Holding a second job that interferes with the employee's duties at Inazuma.co.
- Using company resources for personal gain.
- Making decisions that benefit the employee's family members or close associates.

Failure to disclose a conflict of interest or engaging in conduct that violates this policy may result in disciplinary action, up to and including termination of employment.

- **Dress Code:** Inazuma.co maintains a [Specify dress code, e.g., business casual] dress code. Employees are expected to dress appropriately for their job responsibilities and workplace environment, and to present a professional image at all times. [Provide specific details about the dress code, including examples of appropriate and inappropriate attire, and any exceptions for specific roles or situations].
- **Visitors in the Workplace:** [Specify rules and guidelines regarding visitors in the workplace, including procedures for visitor registration, restrictions on access

to certain areas, and employee responsibilities for their visitors].

5. Code of Conduct

Inazuma.co expects all employees to conduct themselves in a professional and ethical manner at all times. Our Code of Conduct is based on the following principles, which guide our interactions with colleagues, customers, partners, and the broader community:

Principle	Description
Integrity	Act with honesty, integrity, and transparency in all business dealings. Be truthful and forthright in all communications, and avoid any actions that could be perceived as dishonest or unethical. Uphold the highest standards of ethical conduct and comply with all applicable laws, regulations, and company policies.
Respect	Treat all individuals with respect, courtesy, and fairness, regardless of their position, background, or

	beliefs. Foster a workplace where everyone feels valued, included, and empowered to contribute their best. Avoid any behavior that could be considered disrespectful, offensive, or discriminatory.
Professionalism	Maintain high standards of professionalism in all interactions with colleagues, customers, and partners. Demonstrate competence, reliability, and a commitment to excellence in your work. Represent the company in a positive and professional manner at all times, both within and outside the workplace.
Accountability	Take responsibility for your actions, decisions, and performance. Be accountable for meeting your job responsibilities and fulfilling your commitments. Own up to mistakes,



	learn from them, and take steps to prevent them from recurring.
Collaboration	Work collaboratively with colleagues to achieve shared goals and contribute to the success of the company. Foster a team-oriented environment where open communication, mutual support, and cooperation are valued. Be willing to share your knowledge and expertise with others, and to learn from their perspectives.
Compliance	Comply with all applicable laws, regulations, and company policies. Understand and adhere to the legal and ethical standards that govern our business activities. Seek guidance if you have any questions or concerns about compliance issues.

## 6. Compensation and Benefits

- Compensation:** Inazuma.co provides competitive salaries that are commensurate with your experience, skills, qualifications, and job responsibilities. We are committed to attracting and retaining top talent by offering fair and equitable compensation packages. Salaries are reviewed periodically, typically [Specify frequency, e.g., annually], and may be adjusted based on individual performance, contributions to the company, overall company performance, and prevailing market conditions.
- Payroll:** Employees are paid on a [Specify pay frequency, e.g., bi-weekly] basis. Paychecks are issued [Specify delivery method, e.g., via direct deposit] to your designated bank account. You will receive an electronic pay stub each pay period, which will detail your gross pay, deductions, and net pay.
- Benefits:** Inazuma.co offers a comprehensive benefits package to eligible employees. The specific benefits you are eligible for will depend on your employment status, hours of work, and length of service. The following is a general overview of the benefits that may be available:
  - Health insurance: We offer a

- choice of medical plans to meet your needs, including options for coverage of prescription drugs, mental health services, and preventive care.
- Dental insurance: Our dental plans provide coverage for a range of services, including preventive care, basic and major dental procedures, and orthodontics.
  - Vision insurance: Our vision plans offer coverage for eye exams, eyeglasses, and contact lenses.
  - Retirement plan: We offer a [Specify plan, e.g., 401(k) retirement savings plan] to help you save for your future. The company may also provide a matching contribution, subject to plan terms.
  - Paid time off (PTO): Eligible employees accrue paid time off (PTO), which can be used for vacation, personal time, and sick leave. The accrual rate and usage guidelines are outlined in the company's PTO policy.
  - Holidays: Inazuma.co observes the following paid holidays: [List company holidays].
  - Sick leave: Employees are eligible for paid sick leave in accordance with applicable laws and company policy.
  - Other benefits: In addition to the benefits listed above, we may also offer other benefits, such as:
    - Life insurance
    - Disability insurance (short-term and long-term)
    - Employee assistance program (EAP)
    - Flexible spending accounts (FSAs)
    - Commuter benefits
    - Wellness programs
  - **Performance Reviews:** Employee performance is reviewed [Specify frequency, e.g., annually] by supervisors and managers. These reviews provide an opportunity to discuss your accomplishments, receive feedback on your performance, identify areas for development, and set goals for the upcoming year.
  - **Salary Increases:** Salary increases are typically awarded based on a combination of factors, including individual performance, contributions to the company, overall company performance, and the company's budget for salary increases. Your supervisor will discuss your salary with you during your performance review.
- ## 7. Working Hours and Time Off
- **Working Hours:** The standard workweek at Inazuma.co is [Specify days and hours, e.g.,

Monday through Friday, 9:00 AM to 5:00 PM]. Employees are expected to adhere to their assigned work schedules and to be punctual and prepared to work at the start of their shift.

Your specific work schedule may vary depending on your position, department, and business needs. Your supervisor will inform you of your assigned work schedule.

- **Breaks:** Employees are entitled to scheduled breaks during their workday. The length and frequency of breaks will vary depending on your work schedule and applicable laws. Typically, employees are entitled to [Specify break policy, e.g., a 15-minute break for every four hours worked and a 30-minute lunch break]. Employees are expected to return to work promptly at the end of their scheduled breaks.
- **Overtime:** Non-exempt employees are eligible for overtime pay in accordance with applicable federal and state laws. Overtime work must be approved in advance by your supervisor. The company will make every effort to distribute overtime work fairly and equitably among qualified employees.
- **Paid Time Off (PTO):** Inazuma.co provides paid time off (PTO) to eligible employees, which can be

used for various purposes, including vacation, personal time, and short-term illness.

PTO accrual rates are based on your length of service and employment status. The specific details of our PTO policy, including accrual rates, maximum accrual limits, and usage guidelines, are outlined in a separate document, which is available from the Human Resources Department.

Employees are required to request PTO in advance, whenever possible, and to obtain approval from their supervisor. The company will make reasonable efforts to accommodate employee requests for PTO, but approval is subject to staffing needs and business requirements.

- **Holidays:** Inazuma.co observes the following paid holidays: [List company holidays]. Employees are not required to work on these days, and they will receive their regular pay for these holidays. If a holiday falls on a Saturday or Sunday, the company may designate an alternate day as the observed holiday.
- **Sick Leave:** Employees are eligible for paid sick leave in accordance with applicable laws and company policy. Sick leave is intended to provide employees with time off to recover from illness or to seek

medical treatment.

Employees are required to notify their supervisor as soon as possible if they need to take sick leave. Depending on the length of the absence, you may be required to provide a doctor's note or other documentation to support your request for sick leave.

- **Leave of Absence:** Inazuma.co offers various leaves of absence to eligible employees, allowing them to take extended time off from work for specific reasons. The availability and terms of each type of leave will vary depending on applicable laws and company policy. The following are some of the types of leaves of absence that may be available:

- **Family and Medical Leave (FMLA):** Eligible employees may be entitled to up to 12 weeks of unpaid leave in a 12-month period for certain family and medical reasons, as defined by the Family and Medical Leave Act.
- **Parental leave:** Employees may be eligible for leave upon the birth, adoption, or foster care placement of a child.
- **Military leave:** Employees who are members of the National Guard or Reserve are entitled to unpaid leave for military

duty.

- **Personal leave:** Employees may request a personal leave of absence for compelling personal reasons. These leaves are typically unpaid and are granted at the company's discretion.
- **Bereavement leave:** Employees may be eligible for paid time off in the event of the death of a close family member.
- **Jury Duty Leave:** Employees are entitled to unpaid leave for jury duty service.
- **Other leaves as required by law:** The company will comply with all other leave laws as required by federal, state, and local regulations.

Employees who wish to request a leave of absence should contact the Human Resources Department as soon as possible to discuss their eligibility and the procedures for requesting leave.

## **8. Employee Conduct and Disciplinary Action**

- **Employee Conduct:** Inazuma.co expects all employees to maintain high standards of conduct in the workplace. This includes treating colleagues, customers, and partners with respect, honesty, and professionalism, and adhering to all company policies and procedures.

Employees are expected to:

- Perform their job duties to the best of their ability.
- Be punctual and reliable.
- Maintain a positive and productive work environment.
- Communicate effectively and respectfully with others.
- Dress appropriately for the workplace.
- Use company resources responsibly.
- Avoid any behavior that could be considered disruptive, offensive, or harmful to others.
- **Disciplinary Action:** Inazuma.co may take disciplinary action, up to and including termination of employment, for violations of company policies or misconduct. The severity of the disciplinary action will depend on the nature and severity of the offense, as well as the employee's past record and other relevant factors.

The following are some examples of offenses that may result in disciplinary action:

- Violation of company policies or procedures
- Insubordination or refusal to follow instructions
- Poor performance or failure to meet job expectations
- Unexcused absence or tardiness
- Theft, fraud, or dishonesty
- Harassment, discrimination, or

violence

- Substance abuse or being under the influence of drugs or alcohol at work
- Violation of safety rules or regulations
- Unauthorized disclosure of confidential information
- Misuse of company resources
- Conduct that damages the company's reputation

The following are some of the types of disciplinary actions that may be taken:

- Verbal warning: A verbal warning is a formal discussion between the employee and their supervisor, documenting the issue and outlining expectations for improvement.
- Written warning: A written warning is a more formal disciplinary action that documents the offense, outlines the expected corrective action, and may include a timeline for improvement.
- Suspension: A suspension is a temporary removal from the workplace without pay, usually for a more serious offense.
- Termination: Termination is the permanent separation of the employee from the company, which may be for cause or without cause, depending on

the circumstances and applicable laws.

- **Performance Improvement Plan (PIP):** Employees whose performance does not meet the company's expectations may be placed on a Performance Improvement Plan (PIP). A PIP is a formal plan that outlines specific performance goals, identifies areas for improvement, and provides the employee with support and resources to help them improve their performance.

The PIP will typically include:

- A clear description of the performance deficiencies
- Specific, measurable, achievable, relevant, and time-bound (SMART) goals
- A timeline for achieving the goals
- The support and resources that the company will provide
- The consequences of failing to meet the goals

Employees will be given the opportunity to provide feedback and input throughout the PIP process.

- **Resignation and Termination**

**Resignation:** Employees who wish to resign from their position are expected to provide [Specify notice period, e.g., two weeks'] written notice to their supervisor and the Human Resources Department. This allows the

company to make necessary arrangements before employee's departure and to ensure a smooth transition of their responsibilities. Employees are encouraged to submit a formal letter of resignation, which should include the employee's last day of employment. To ensure a smooth transition of their responsibilities.

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- **Exit** may lay off employees due to business restructuring, downsizing, or economic downturns. In these situations, the company will provide affected employees with as much notice as is reasonably possible, and will comply with all applicable laws regarding severance pay and other benefits.

1. **Exit Interview:** Departing employees may be asked to participate in an exit interview. Employees are required to return all company property, including laptops, mobile phones, badges to gather feedback on the



employee's experience at the company, to identify areas for improvement, and to ensure a smooth transition. Employees are not required to participate in an exit interview, but their feedback is valuable to the company.

## **2. Return of Company Property:**

Upon termination of employment, employees are not subject to legal action and company policy.

## **10. Training and Development**

Inazuma.co provides identification cards, keys, access cards, software, documents, committed to the growth and development of its employees. Failure to return company property may result in legal action. This will typically include all wages earned pay in accordance with applicable laws. We offer various training and development opportunities to help employees enhance their careers. These may include professional development workshops.

- Conferences and seminars
- Online learning resources

## **11. Communication**

Inazuma.co believes in open and effective communication. We encourage employees to communicate with their supervisors and colleagues in

a professional and respectful manner. Important company information is typically communicated through:

- Email
- Company intranet
- Meetings
- Announcements

## **12. Employee Acknowledgement**

I acknowledge that I have received a copy of the Inazuma.co Employee Handbook and that I have read and understand its contents. I agree to abide by the policies and procedures outlined in this handbook.

Employee Name:

Employee Signature:

Date:

### **Disclaimer:**

This handbook is for informational purposes only and is not a contract of employment. Inazuma.co reserves the right to modify, amend, or terminate any of the policies or procedures described in this handbook at any time, with or without notice, subject to applicable laws.