Employee Handbook

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1. Welcome

Welcome to SiftOps Labs. This handbook gives an overview of how we work and where to find key policies.

2. Communication

Use written updates and share context. Default to transparency while respecting confidentiality.

3. Tools

• Knowledge base: internal documentation platform
• Ticketing: support and IT requests
• Chat: team communication

4. Where to Find Policies

Policies are organized by department and indexed for semantic search in SiftOps.

5. Notes

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.