

# 1. Leave & Time-Off Policy

- **Annual Leave (PTO):**
    - Full-time employees receive **20 paid leave days per year**, accrued monthly.
    - Carryover allowed: up to **10 unused days** to the following year.
  - **Sick Leave:**
    - 10 paid sick days annually.
    - Medical certificate required for absences > 3 days.
  - **Public Holidays:**
    - All national holidays recognized.
    - If holiday falls on weekend, following Monday is off.
  - **Maternity Leave:**
    - 16 weeks paid maternity leave.
    - Optional additional 4 weeks unpaid.
  - **Paternity Leave:**
    - 4 weeks paid paternity leave.
  - **Unpaid Leave:**
    - Must be approved by manager + HR.
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# 2. Work-from-Home / Hybrid Policy

- Employees may work **up to 3 days/week remotely**.
  - Core hours: **10 AM – 3 PM (local time)** must be available online.
  - Equipment: company provides laptop + VPN access.
  - Expenses: Internet reimbursement up to \$50/month.
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# 3. Performance & Promotions

- **Performance Reviews:**
    - Conducted **bi-annually** (mid-year, end-year).
    - Ratings: *Exceeds, Meets, Needs Improvement*.
  - **Promotion Criteria:**
    - Minimum 1 year in current role.
    - Consistently “Exceeds Expectations” in reviews.
  - **Bonuses:**
    - Based on company + individual performance.
    - Paid out annually in March.
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## 4. Employee Conduct & Compliance

- **Code of Conduct:**
    - Zero tolerance for harassment, discrimination, or unethical behavior.
    - Confidential reporting channels available.
  - **Data Privacy:**
    - Employees must follow GDPR & HIPAA rules for sensitive data.
  - **Conflict of Interest:**
    - Employees must disclose external employment or financial conflicts.
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## 5. Compensation & Benefits

- **Salary Payments:**
    - Paid on the last working day of each month.
  - **Health Insurance:**
    - Coverage includes medical, dental, vision.
    - Family coverage optional with cost sharing.
  - **Retirement Plan (401k):**
    - Company matches up to 5% employee contribution.
  - **Stock Options (for eligible roles):**
    - Annual grants based on role level.
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## 6. Training & Development

- **Learning Budget:**
    - \$1,000 per employee annually for certifications/courses.
  - **Mandatory Training:**
    - Security awareness, compliance training yearly.
  - **Mentorship Program:**
    - Voluntary, matched via HR platform.
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## 7. Travel & Expense Policy

- **Travel Approval:**
  - Manager + HR approval required.
- **Reimbursements:**
  - Submit within 30 days.
  - Covered: flights, hotels, meals (\$60/day limit), taxi/Uber.

- **Per Diem:**
    - Provided for international travel.
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## 8. Resignation & Exit

- **Notice Period:**
  - 30 days required.
- **Final Settlement:**
  - Last salary + encashed unused leave.
- **Exit Interview:**
  - Conducted by HR before departure.

## 9. Onboarding & Probation Policy

- **Probation Period:** 3 months for all new hires.
  - Performance reviewed at end of probation before confirmation.
  - During probation, leave entitlement is pro-rated.
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## 10. Work Hours & Attendance

- Standard work week: **40 hours** (Mon–Fri).
  - Flexible start/end, but must overlap core hours (10 AM – 3 PM).
  - **Overtime:** Compensated with time-off or pay for eligible roles.
  - **Attendance Tracking:** Logged via HR system or badge entry.
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## 11. Remote Work & BYOD Security

- Remote access requires VPN + 2FA.
  - **BYOD (Bring Your Own Device):** allowed only if device meets security standards (antivirus, disk encryption).
  - Employees must not store confidential data on personal devices.
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## 12. Diversity, Equity & Inclusion (DEI)

- Equal opportunity policy — no discrimination based on race, gender, age, religion, disability, or orientation.

- Gender-neutral parental leave language.
  - Annual DEI training mandatory.
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## 13. Health, Safety & Wellness

- **Ergonomics:** Company provides equipment for remote/hybrid employees.
  - **Wellness Program:** Gym reimbursement up to \$500/year.
  - **Mental Health:** 5 additional wellness leave days annually + access to counseling.
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## 14. IT & Acceptable Use Policy

- Company email, Slack, Teams are for business purposes only.
  - No unauthorized software downloads.
  - Internet use monitored for compliance with company policies.
  - Passwords must follow minimum complexity & be updated every 90 days.
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## 15. Grievance & Complaint Handling

- Confidential reporting line for harassment or misconduct.
  - HR to acknowledge complaints within **48 hours**.
  - Resolution or escalation within **30 days**.
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## 16. Rewards & Recognition

- Quarterly **Spot Awards** for outstanding contributions.
  - Annual **Employee of the Year** recognition with bonus.
  - Peer-to-peer recognition points redeemable for vouchers.
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## 17. Data Protection & Confidentiality

- All employees must sign NDA.
- Data retention policy: HR data kept for **7 years**.
- Personal data requests handled under GDPR compliance.

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## **18. Remote Relocation & International Work**

- Employees must seek HR approval before working outside their home country.
- Company may provide relocation assistance for certain roles.

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## **19. Disciplinary Actions**

- Levels of action: verbal warning → written warning → suspension → termination.
- Severe violations (fraud, harassment, data breach) → immediate termination.