

Company: NovaTech Solutions Inc. Document Title: Employee Handbook & Workplace Policy Effective Date: January 1, 2024 Version: 1.3

1. Code of Conduct All employees are expected to maintain professional behavior, respect colleagues, and adhere to company values. Discrimination, harassment, or unethical activity will not be tolerated.

2. Working Hours - Regular work hours: Monday–Friday, 9:00 AM – 5:00 PM (EST). - Remote employees must be available online during core hours: 10:00 AM – 3:00 PM. - Overtime requires prior approval from your supervisor.

3. Leave Policy - Annual Leave: 15 paid days per calendar year. - Sick Leave: 10 paid days per calendar year. - All leaves must be requested via the HR portal at least two weeks in advance.

4. Confidentiality Employees must protect company and client data. Sharing internal documents, client lists, or financial data without authorization is strictly prohibited.

5. Workplace Safety NovaTech maintains a zero-tolerance policy for unsafe practices. Employees are required to follow all OSHA safety guidelines and report hazards immediately.

6. IT & Security - Use only company-approved devices and software. - Passwords must be updated every 90 days. - Do not share login credentials with anyone.

7. Termination Policy The company reserves the right to terminate employment for misconduct, policy violations, or performance issues. A two-week notice period is standard for voluntary resignation.

Employee Acknowledgement By signing below, I acknowledge that I have read, understood, and agree to comply with the NovaTech Employee Policy.

Signature: _____ Date: _____