

# HENRI – Employee Handbook & HR Policies

Internal Use Only  
Effective Date: January 2026

This handbook provides an overview of employment policies, procedures, and expectations at HENRI. It is designed to support employees and to act as a single source of truth for HR-related questions.

## 1. Company Overview

HENRI is a fictional Denmark-based technology and professional services company with approximately 75 employees. The company operates with a hybrid workforce and emphasizes transparency, autonomy, and accountability.

HENRI's mission is to deliver high-quality digital solutions while maintaining a healthy, respectful, and inclusive workplace for all employees.

## 2. Employment Types & Contracts

Employees may be engaged as full-time, part-time, or fixed-term contractors. All employment relationships are governed by Danish employment law.

All new employees are subject to a three-month probation period, during which either party may terminate employment with shorter notice.

## 3. Working Hours & Attendance

Standard working hours are 37 hours per week, Monday to Friday. Core hours are 9:00–15:00. Flexible scheduling may be agreed with managers.

## 4. Compensation & Remuneration

Salaries are paid monthly in arrears and deposited directly into the employee's designated bank account. Salary reviews are conducted annually.

Overtime is compensated either financially or through time off in lieu, subject to role and agreement.

## 5. Leave & Absence Policies

Employees are entitled to 25 days of paid annual leave per year in accordance with Danish law.

### Danish Public Holidays

- New Year's Day
- Maundy Thursday
- Good Friday
- Easter Monday
- Great Prayer Day
- Ascension Day
- Whit Monday
- Constitution Day (half day)
- Christmas Day
- Second Day of Christmas

Sick leave must be reported to the employee's manager before the start of the workday. Medical documentation may be requested for extended absences.

## 6. Onboarding & Offboarding

New employees participate in a structured onboarding program including system access, policy review, and role-specific training.

Upon termination, employees must return all company property and complete an exit process.

## 7. Standard Operating Procedures (SOPs)

SOPs define how recurring tasks and processes are performed at HENRI. Employees are expected to follow documented SOPs.

- Requesting leave and reporting absence
- Submitting expenses
- Onboarding new team members
- Escalating HR or workplace issues
- Handling confidential information
- IT access requests and offboarding

## 8. Code of Conduct

Employees must behave professionally and respectfully. Discrimination, harassment, or bullying will not be tolerated.

## 9. Remote & Hybrid Work Policy

Employees may work remotely up to three days per week, subject to manager approval and business needs.

## 10. IT, Data Protection & Security

Company systems are for business use only. Employees must protect passwords and comply with GDPR requirements.

## 11. Health, Safety & Wellbeing

HENRI is committed to providing a safe and healthy work environment. Employees are encouraged to raise any safety or wellbeing concerns.

## 12. Performance Management & Development

Employees participate in annual performance reviews and ongoing feedback conversations. Training and development opportunities are encouraged.

## 13. HR Support & Escalation

Employees should first consult the internal HR Assistant for HR-related questions. If further support is required, employees may contact HR at [hr@henri.internal](mailto:hr@henri.internal).