

# ACME CORPORATION EMPLOYEE HANDBOOK

Welcome to ACME Corporation!

This handbook contains important information about our company policies.

## COMPANY POLICIES:

- Work Hours: Monday to Friday, 9:00 AM to 5:00 PM
- Remote Work: Available 2 days per week with manager approval
- Vacation Policy: 15 days annual leave for new employees
- Sick Leave: 10 days per year
- Dress Code: Business casual in office, relaxed for remote work

## RETURN AND REFUND POLICY:

For company equipment and supplies:

- All items must be returned within 30 days of termination
- Damaged items will be charged to final paycheck
- Original packaging preferred but not required

## CONTACT INFORMATION:

- HR Department: [hr@acme.com](mailto:hr@acme.com)
- IT Support: [it@acme.com](mailto:it@acme.com)
- General Questions: [info@acme.com](mailto:info@acme.com)
- Phone: +1 (555) 123-4567

## BENEFITS:

- Health Insurance: Full coverage after 90 days
- Dental and Vision: Available after 90 days
- 401k: Company matches up to 4%
- Gym Membership: 50% reimbursement up to \$100/month