

AcmeTech HR Handbook

Welcome to AcmeTech! This handbook outlines key employee policies and benefits.

Code of Conduct:

- Treat all colleagues with respect.
- Adhere to project timelines and confidentiality agreements.

Leave Policies:

- PTO: 15 days/year
- Sick Leave: 10 days/year
- Parental Leave: 12 weeks paid

Benefits:

- Health, Dental, Vision insurance
- 401(k) with 6% company match
- Tuition reimbursement