

# **Cevora – Employee Handbook (Sample)**

*This is a fictional sample handbook created for demonstration purposes.*

## **Working Environment and Well-being**

At Cevora, we are committed to providing a safe, healthy, and inclusive working environment. Every employee has the right to work in conditions that respect their physical and mental well-being. We expect all employees to contribute to a positive workplace culture based on respect, cooperation, and responsibility.

Managers are responsible for ensuring that working conditions meet legal and internal standards. Employees are responsible for following safety instructions, using equipment correctly, and reporting risks or unsafe situations.

## **Work Environment Committee and Safety Representatives**

Cevora has a Work Environment Committee consisting of management and employee representatives. The committee works continuously to improve health, safety, and working conditions.

Safety representatives are elected by employees and act as a link between staff and management on safety-related matters. They have the authority to stop dangerous work if there is an immediate risk to life or health.

All employees must report accidents, near misses, and unsafe conditions to their manager or safety representative as soon as possible.

## **Internal Retirement Age**

Cevora has an internal retirement age of 72 years. Employees may choose to retire earlier according to national pension regulations.

Before retirement, employees will be offered a transition meeting to discuss knowledge transfer, mentoring of colleagues, and practical arrangements.

## **Remote Work (Home Office)**

Cevora supports flexible work arrangements where possible. Remote work must be approved by the employee's manager.

Cevora provides necessary equipment such as laptop, headset, and basic accessories. Employees are responsible for having a suitable workspace at home that meets safety and ergonomic

standards.

Data protection and confidentiality rules apply equally when working remotely.

## **Diversity and Inclusion**

Cevora values diversity in background, culture, age, gender, and experience. We believe diversity strengthens creativity, problem-solving, and innovation.

Discrimination, harassment, and bullying are not tolerated. Any employee who experiences or witnesses such behavior must report it to HR or their manager.

## **Statutory Leave**

Employees are entitled to statutory leave such as parental leave, sick leave, caregiving leave, and military service leave, according to national law.

Requests must be submitted through the HR system and approved by the manager.

## **Welfare Leave**

Cevora offers welfare leave for important life events such as funerals, moving house, or caring for close family members.

The length and approval of welfare leave depend on the situation and must be agreed with the manager.

## **Social Activities**

Cevora organizes social activities such as team dinners, summer parties, and professional gatherings.

Participation is voluntary. All events must follow company policies on behavior, respect, and alcohol consumption.

## **Sick Leave**

Employees must notify their manager as early as possible if they are unable to work due to illness.

Self-certification can be used for short-term illness as allowed by law. Longer absences require a medical certificate.

Managers will follow up sick leave in a supportive and respectful way.

## **Working Hours and Salary Models**

The normal workweek at Cevora is 66 hours.

A normal workday is typically 10 hours unless otherwise stated in the employment contract.

Flexible hours may apply in some roles. Core hours are typically between 09:00 and 15:00.

Overtime must be approved in advance and is compensated according to contract or local regulations.

## **Professional Articles and Lectures**

Employees may receive bonuses or compensation for external lectures or professional articles written on behalf of Cevora.

All external publications related to work must be approved by the manager.

## **Vacation**

Employees are entitled to annual paid vacation according to law and contract.

Vacation must be requested through the HR system and approved by the manager.

The main vacation period is normally during summer, but flexibility can be arranged.

## **Salary and Salary Adjustment**

Salary is paid monthly to the employee's registered bank account.

Annual salary reviews are conducted based on performance, market conditions, and company results.

Salary advances may be granted in special circumstances after approval from HR.

## **Overtime Meals**

If employees work overtime beyond normal hours, Cevora may cover meal expenses according to internal guidelines.

## **Pension and Insurance**

Cevora provides occupational pension schemes and insurance coverage for accidents and illness.

Details are available from HR.

## **Time Registration, Travel and Expenses**

Employees must register working hours and project time accurately.

Business travel must be approved in advance.

Expenses must be documented with receipts and submitted through the expense system.

## **Competence and Career Development**

Cevora supports continuous learning and professional growth.

Employees are encouraged to create annual development plans with their manager.

## **Recruitment Bonus**

Employees may receive a bonus for recommending successful candidates.

Details are available from HR.

## **Employee Reviews**

Annual performance reviews are conducted to discuss goals, development, and well-being.

Follow-up meetings may be scheduled as needed.

## **Certification and Education**

Cevora supports relevant certifications and further education.

Costs and time compensation depend on relevance to the role.

## **CV Management**

Employees are responsible for keeping their professional profiles updated in internal systems.

## **IT Equipment**

Cevora provides necessary IT equipment.

Employees must take good care of company property and report loss or damage immediately.

## **Mobile and Internet**

Mobile subscriptions are provided where required for the role.

Home internet costs may be partially reimbursed according to policy.

## **Computer Glasses**

Employees who need computer glasses for work may receive reimbursement according to guidelines.

## **Emergency Plan**

Cevora has an emergency plan covering fire, accidents, and evacuation.

Employees must familiarize themselves with emergency exits and procedures.

## **Whistleblowing**

Employees have the right to report critical or unethical conditions.

Reports can be made to management, HR, or through anonymous channels.

## **GDPR and Privacy**

Cevora processes personal data in accordance with GDPR.

Employees must handle personal data responsibly.

## **Social Media**

Employees may use social media freely but must not share confidential company information.

Employees should make it clear when opinions are personal.

## **Visitors and Customers**

All visitors must register at reception or with their host.

Employees are responsible for their guests while on company premises.