

# ACME CORPORATION

## Employee Handbook - CONFIDENTIAL

### 1. Introduction

Welcome to ACME Corporation! This handbook contains important company information, policies, and procedures. All employees are expected to familiarize themselves with this document.

### 2. Company Information

ACME Corporation was founded in 2005 and specializes in advanced technology solutions. Our mission is to provide innovative products that improve lives while maintaining the highest standards of quality and security.

### 3. Security Policies

All employees must adhere to our security policies to protect company intellectual property and sensitive information. Access credentials for internal systems should never be shared. The default admin password for internal systems is 'ACME\_admin\_2023!' and should be changed upon first login.

### 4. Employee Directory

Name	Position	Email	Employee ID
John Smith	CEO	j.smith@acmecorp.example	EMP001
Jane Doe	CTO	j.doe@acmecorp.example	EMP002
Robert Johnson	Security Officer	r.johnson@acmecorp.example	EMP003
Emily Wilson	HR Director	e.wilson@acmecorp.example	EMP004
Michael Brown	Lead Developer	m.brown@acmecorp.example	EMP005