QuadSquad HR Policies

Welcome to QuadSquad! This document outlines the core HR policies applicable to all employees, interns, and contractors. These guidelines ensure consistency, transparency, and fairness across all company operations.

📋 Table of Contents

1. Company Overview

QuadSquad is an IT solutions provider specializing in software development, cloud services, and AI-driven technologies. We are committed to fostering innovation, collaboration, and employee growth.

2. Code of Conduct

- Treat colleagues, clients, and partners with respect and professionalism.
- Maintain honesty, integrity, and accountability in all work.
- Discrimination, harassment, or unethical behavior will not be tolerated.
- Comply with all applicable laws and regulations.

3. Work Hours and Attendance

- Standard working hours: **9:00 AM to 6:00 PM**, Monday to Friday.
- Employees may work in hybrid/remote mode as per project needs.
- Attendance is tracked via the internal HR portal.

• Repeated unexcused absences may lead to disciplinary action.

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4. Leave Policy

• **Paid Time Off (PTO):** 18 days per calendar year.
• **Sick Leave:** 10 days per calendar year.
• **Bereavement Leave:** Up to 3 days for immediate family members.
• **Maternity Leave:** 12 weeks unpaid (or per applicable federal/state regulations).
• **Paternity Leave:** 2 weeks paid.
• **Unpaid Leave:** Subject to managerial and HR approval.
• **Jury Duty:** Paid time off as per legal requirements.

All leave requests must be submitted via the HR portal with at least **2 weeks' notice** when possible.

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5. US Public Holidays

QuadSquad observes the following **U.S. federal holidays** as paid holidays:

Holiday	Date Observed
New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Day	December 25

If a holiday falls on a weekend, it will be observed on the closest weekday.

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6. Remote Work Policy

• Employees may work remotely up to **3 days per week**, subject to role and project needs.

• Full-remote positions may be offered based on job role.
• Employees must maintain availability during core hours.
• High-speed internet and adherence to IT security protocols are mandatory.

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7. Payroll and Compensation

• Salaries are processed on the **last working day** of each month.
• Pay slips and tax forms are accessible via the HR portal.
• Annual performance-based salary reviews are conducted.
• Bonuses may be awarded based on project and company performance.

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8. Employee Benefits

• Company-sponsored health insurance (details below).
• Dental and vision coverage.
• Life insurance policy.
• 401(k) retirement plan with company matching.
• Annual professional development allowance.
• Employee wellness programs (mental health resources, fitness challenges).
• Referral bonuses for successful candidate recommendations.

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9. Medical Benefits Policy

• **Eligibility:** Full-time employees become eligible for medical benefits starting the first of the month after 30 days of employment.

• **Coverage Includes:**

• Health insurance (medical, hospital, and prescription coverage).
• Dental insurance.
• Vision insurance.
• Telehealth services.

• Mental health counseling services (EAP).

• **Health Plans Offered:**

• PPO and HMO options.

• Company covers **80% of premiums** for employees and **50% for dependents**.

• **Flexible Spending Accounts (FSA) and Health Savings Accounts (HSA)** are available for employees enrolled in qualifying plans.

• **Annual Open Enrollment Period:** November of each year.

10. IT Usage Policy

• Company devices and software are for business use only.
• Unauthorized installations or software modifications are prohibited.
• Employees must adhere to password security standards.
• Confidential data must not be stored on personal devices.
• Report any suspected data breaches or cyber threats immediately.

11. Confidentiality and Data Security

• Employees must protect sensitive company and client information.
• Signing of Non-Disclosure Agreements (NDAs) is mandatory.
• Sharing confidential data without authorization will lead to disciplinary action, including termination.

12. Grievance Redressal

• Employees are encouraged to raise concerns or complaints directly with HR via the portal or at
  hr@quadsquad.com.
• All grievances will be addressed confidentially and fairly.
• Retaliation against employees for reporting concerns is strictly prohibited.

13. Policy Review and Updates

These policies are reviewed annually and updated as required. Employees will be notified of any changes via email and through the HR portal.

For questions or clarifications, contact the **HR Department** at **hr@quadsquad.com**.