

Effective Date: April 08, 2025

Welcome to Auxilium Corp!

We're thrilled to have you join our innovative, tech-driven family. This handbook outlines everything you need to know about working here, from policies to perks.

About Auxilium Corp

Founded in 2015, Auxilium Corp is a leader in tech solutions, serving clients globally with cutting-edge software and services. Our 500+ employees across 3 continents are united by a passion for progress.

Employment Basics

- *Work Hours:* Standard hours are 9:00 AM–5:00 PM, Monday–Friday. Flexible schedules are available with manager approval.
- *Probation Period:* New hires undergo a 90-day probationary period to ensure a good fit.
- *Remote Work:* Eligible employees may work remotely up to 3 days per week, per the Remote Work Policy.

Benefits

- *Health Insurance:* Comprehensive medical, dental, and vision plans (details in HR Portal).
- *Retirement:* 401(k) with 5% employer match after 6 months.
- *Wellness:* Free gym membership and annual wellness stipend of \$300.

Conduct Expectations

We expect professionalism, respect, and adherence to our Code of Conduct (see separate section). Violations may lead to disciplinary action, up to termination.

How to Use This Handbook

Refer to it often! Questions? Contact HR at hr@auxilium.com or 555-0199.