

MadeUpName, LLC Employee Guidebook

Welcome to MadeUpName, LLC! We're a software development company based in Rochester, NY, dedicated to building innovative products, fostering creativity, and maintaining a culture of trust, inclusion, and continuous improvement. This guidebook introduces our core values, work expectations, and the policies that govern how we work together.

1. Introduction

At MadeUpName, LLC, we believe people are our greatest strength. This guidebook provides a high-level overview of our workplace practices and points you to specific policies for detailed information. It should be read in conjunction with the official HR policies, all of which are accessible through the company's intranet or from the HR department.

2. Company Values

- **Integrity:** We act with honesty and accountability.
 - **Innovation:** We encourage experimentation and creativity.
 - **Collaboration:** We value teamwork and open communication.
 - **Respect:** We treat everyone with fairness and empathy.
 - **Excellence:** We strive to deliver high-quality work and continuous improvement.
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3. Working at MadeUpName, LLC

3.1 Employment Practices

Your employment relationship with MadeUpName, LLC is guided by our: - [Equal Employment Opportunity (EEO) Policy]

- [Employment Classification Policy]

- [Recruitment & Selection Policy]

- [Onboarding & Offboarding Policy]

These policies outline your rights, responsibilities, and how we ensure fair and consistent employment practices.

3.2 Work Arrangements

We support flexibility and trust in how work gets done. Employees may work on-site, hybrid, or fully remote based on their role and eligibility. For details, see our [Remote & Hybrid Work Policy].

4. Compensation, Benefits & Time Off

MadeUpName, LLC provides competitive pay, benefits, and time-off programs. For detailed information, refer to: - [Compensation & Pay Transparency Policy]

- [Time Tracking & Overtime Policy]
- [Paid Time Off (PTO) Policy]
- [Expense Reimbursement Policy]

We also offer health, wellness, and mental health support through our [Mental Health & Wellness Policy] and benefits program.

5. Workplace Culture & Conduct

We're committed to maintaining a safe, inclusive, and respectful workplace. Expectations for professional behavior and interaction are defined in: - [Code of Conduct & Ethics Policy]

- [Conflict of Interest Policy]
- [Workplace Harassment & Bullying Prevention Policy]
- [Diversity, Equity, Inclusion & Belonging (DEIB) Policy]
- [Whistleblower & Reporting Policy]

Recognition and feedback are integral to our culture—see the [Employee Recognition Policy] and [Performance Management Policy] for details.

6. Health, Safety & Wellness

Your health and safety are our top priorities. All employees are expected to comply with: - [Workplace Health & Safety Policy]

- [Mental Health & Wellness Policy]

We encourage regular breaks, ergonomic work setups, and open discussions about well-being.

7. Technology & Data Use

Our technology and information systems are essential to our operations. Employees must follow: - [Acceptable Use of Technology Policy]

- [Data Protection & Privacy Policy]
- [AI & Automation Usage Policy]
- [Social Media & Communication Policy]

Always handle company data responsibly and maintain confidentiality.

8. Legal Compliance & Ethics

We operate with transparency and integrity in all business dealings. Review the following policies to understand our ethical standards: - [Anti-Bribery & Corruption Policy]

- [Conflict of Interest Policy]

- [Whistleblower & Reporting Policy]

9. Growth & Development

We invest in your professional growth. Employees are encouraged to participate in ongoing learning and development opportunities. See: - [Learning & Development Policy]

- [Performance Management Policy]

10. Recordkeeping & Administration

HR maintains accurate and secure records in compliance with legal standards. Refer to the [HR Documentation & Recordkeeping Policy] for details on data retention, access, and confidentiality.

11. Policy Review & Updates

This guidebook is reviewed annually to ensure alignment with company practices and legal requirements. Employees will be notified of significant updates.

12. Acknowledgment

By signing the acknowledgment form provided by HR, you confirm that you have read and understood the contents of this Employee Guidebook and agree to comply with all policies and procedures of MadeUpName, LLC.

Effective Date: January 2025

Next Review Date: January 2026

Maintained By: Human Resources Department

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