

# Employee Handbook

## Introduction

Welcome to Acme Corporation. This handbook outlines our key policies, expectations, and benefits designed to help all employees understand our workplace culture and standards.

## Company Culture

We value respect, collaboration, and innovation. Employees are encouraged to share ideas, work as a team, and maintain professional conduct at all times.

## Working Hours

Standard working hours are from 9:00 AM to 5:30 PM, Monday through Friday. Employees are expected to be punctual. Flexible working arrangements may be available upon approval from your manager.

## Attendance and Punctuality

Consistent attendance is essential. If you are unable to attend work due to illness or an emergency, notify your manager as early as possible.

## Dress Code

Our dress code is business casual. Employees should dress professionally and appropriately for their role and responsibilities.

## Code of Conduct

All employees are expected to act with integrity, maintain confidentiality, and comply with all company policies. Harassment, discrimination, and unethical behavior will not be tolerated.

## Remote Work

Employees may request remote work arrangements depending on job requirements and management approval. Remote employees must ensure secure access to company systems and maintain communication during working hours.

## Health and Safety

Acme Corporation is committed to maintaining a safe and healthy workplace. Report any hazards, unsafe behavior, or accidents immediately to your supervisor.

## **Performance Reviews**

Employees will receive formal performance reviews annually. Informal feedback is encouraged throughout the year to support professional growth and improvement.

## **Conclusion**

This handbook serves as a general guide. Specific policies may be updated from time to time, and employees will be notified of any changes.