

MCP Inc. – Employee Handbook

Document Version: 2.3
Last Updated: 2024-06-04
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Confidentiality Level: Internal Use Only

1. Welcome Message

Welcome to MCP Inc.! We are pleased to have you join our diverse and talented team. This handbook provides guidance on workplace policies, benefits, conduct expectations, and available resources.

2. Working Hours and Attendance

- Standard hours: **9:30 AM – 6:30 PM**, Monday to Friday
 - Lunch break: **12:30 PM – 1:30 PM**
 - Flexible working arrangements require manager approval
 - Remote work may be granted based on role and department needs
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3. Leave Policies

Leave Type	Days per Year	Notes
Paid Annual Leave	15	Accrues monthly after probation
Sick Leave	As needed	Medical certificate may be required
Parental Leave	90	As per local labor law
Unpaid Leave	Case-by-case	Requires senior management approval

4. Code of Conduct

4.1 Professional Behavior

- Treat colleagues, clients, and partners with respect
- Maintain the confidentiality of all proprietary and client information

4.2 Anti-Harassment Policy

- Zero tolerance for harassment, discrimination, or bullying
- Violations can lead to immediate termination

4.3 Corporate Property

- Company equipment must be used for business purposes only
 - Loss or damage should be reported immediately
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5. Compensation and Benefits

- Competitive base salary
 - Performance bonuses
 - Social insurance and housing fund contributions
 - Health insurance coverage
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6. Training and Development

- Mandatory onboarding program within the first month
 - Quarterly skill enhancement workshops
 - Access to online learning platforms
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7. Disciplinary Procedures

1. Verbal warning
 2. Written warning
 3. Final warning
 4. Dismissal (if necessary)
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For questions about this handbook, please contact HR at hr@mcp.com.