IdeaWeaver AI Labs

Company Policies & Employee Handbook

This document outlines the core company policies, values, and guidelines for employees, contractors, and collaborators at IdeaWeaver AI Labs.

1. Company Overview

IdeaWeaver AI Labs is an AI-first education and innovation company focused on simplifying Generative AI, Large Language Models (LLMs), DevOps + AI, and practical AI engineering through hands-on learning, research, and real-world applications.

2. Employment Types

IdeaWeaver AI Labs may engage individuals under full-time, part-time, contract, internship, or consultant arrangements. Policies may vary depending on the nature of engagement.

3. Working Hours & Flexibility

IdeaWeaver AI Labs operates as a remote-first organization with flexible working hours. Employees are expected to meet deliverables, attend required meetings, and maintain reasonable availability for collaboration.

4. Leave Policy

4.1 Annual Paid Leave: Full-time employees are entitled to **15 working days of paid leave per calendar year**. Leave may be used for vacation, personal matters, or rest and recharge.

4.2 Accrual & Carry Forward: Leave accrues annually. Up to 5 unused days may be carried forward to the next year, subject to management approval.

4.3 Sick Leave: Employees may take sick leave when unwell. Extended sick leave may require medical documentation.

4.4 Public Holidays: Employees may observe public holidays applicable to their country of residence.

4.5 Leave Approval: Leave should be requested in advance via the agreed communication channel and approved by the manager.

5. Remote Work Policy

As a remote-first company, employees are responsible for maintaining a secure and productive work environment, including reliable internet access and adherence to data protection practices.

6. Code of Conduct

All team members must act with integrity, professionalism, and respect. Discrimination, harassment, or unethical behavior will not be tolerated.

7. Information Security & Confidentiality

Employees must safeguard confidential information, intellectual property, student data, and internal systems. Unauthorized disclosure is strictly prohibited.

8. Use of AI Tools & Technology

Approved AI tools may be used responsibly to enhance productivity. All AI-generated content must be reviewed for accuracy, ethics, and compliance before external use.

9. Intellectual Property

Any work created during employment or contractual engagement with IdeaWeaver AI Labs is the property of the company, unless otherwise agreed in writing.

10. Performance & Professional Growth

We encourage continuous learning, experimentation, and innovation. Performance is evaluated based on impact, ownership, collaboration, and learning outcomes.

11. Compliance & Legal

Employees must comply with all applicable laws, regulations, and company policies relevant to their role and location.

12. Policy Updates

IdeaWeaver AI Labs reserves the right to amend these policies as the company evolves. Employees will be informed of material changes.