TechCorp Global - Employee Handbook 2025

1. Mission Statement

TechCorp aims to revolutionize the enterprise AI space. We value transparency, integrity, and innovation above all. Our goal is to empower businesses with decision intelligence.

2. Work Arrangements & Remote Policy

Standard Hours: 09:00 - 18:00 EST.

Remote Work: Employees are permitted to work remotely up to 2 days a week (Tuesday and Thursday preferred).

Full Remote Exception: Engineering teams may work fully remote during designated "Sprint Crunch" periods, subject to direct CTO approval.

Office Presence: All employees must be in the office on Mondays for the "All-Hands" meeting.

3. IT & Security Policy

Password Rotation: All employees must reset their passwords every 90 days via the "SecureID Portal".

Device Policy: Personal laptops are strictly prohibited on the corporate network (TechCorp-Secure).

Data Classification: Do not share "Level 3" documents with interns or contractors.

TechCorp Global - Benefits & Compensation

4. Benefits Structure

4.1 Health Insurance Tiers Eligibility Note: Coverage begins strictly after the completion of the 90-day probationary period.

Tier Name	Coverage Details	Annual Deductible	Employee Monthly Cost
Bronze	Basic Health & Emergency	$5,000	$0 (Free)
Silver	Health + Dental + Vision	$2,000	$150
Gold	Full Comprehensive + Family	$500	$400

4.2 Leave Policy (PTO)

Vacation: 20 days per year (accrued monthly).

Sick Leave: 10 days per year.

Sabbatical: Employees are eligible for a 4-week paid sabbatical after 5 years of continuous service.

Unpaid Leave: Requires written approval from the VP of HR.

TechCorp Global - Executive Compensation

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5. Executive Compensation & Strategy (Admin/Exec Only)

5.1 Salary Bands (2025 Adjustment) The following bands are strictly for HR planning and Executive review.

Level	Role Title	Base Salary Range	Stock Options (RSU)
L1	Junior Engineer	$70,000 - $90,000	500 units
L2	Senior Engineer	$140,000 - $180,000	2,500 units
L3	Staff Engineer	$220,000 - $280,000	5,000 units
M1	Engineering Manager	$190,000 - $230,000	4,000 units
E1	VP of Engineering	$350,000+	15,000 units

5.2 Executive Bonus Structure

CEO Base Salary: $600,000

Performance Bonus Formula: The CEO is eligible for a year-end cash bonus calculated as 3.5% of the company's Annual Net Profit.

2025 Financial Projections:

Projected Revenue: $120,000,000

Projected Net Profit: $40,000,000

Payment Date: Bonuses are paid out on Q1 of the following fiscal year.

5.3 Strategic Acquisitions (Top Secret)

Target: TechCorp is currently in silent negotiations to acquire "DataAI Inc."

Offer Price: $15,000,000 (Cash + Stock).

Timeline: Expected closing date is Q3 2025.

Action Item: Due diligence is ongoing. Do not discuss with DataAI employees.