

TechCorp Inc. Employee Handbook

Company Overview

TechCorp Inc. is a leading technology solutions provider established in 2015. We specialize in artificial intelligence, machine learning, and cloud computing services. Our mission is to empower businesses through innovative technology solutions that drive digital transformation and operational excellence.

Working Hours and Remote Policy

Standard working hours are 9:00 AM to 6:00 PM, Monday through Friday. We offer a flexible hybrid work policy allowing employees to work remotely up to 3 days per week. Core hours (10:00 AM - 3:00 PM) require all team members to be available for collaboration and meetings.

Leave Policy

Full-time employees are entitled to 20 days of paid annual leave, 10 days of sick leave, and 12 public holidays per year. Leave requests should be submitted through the HR portal at least 2 weeks in advance for planned vacations. Unused leave can be carried forward up to a maximum of 5 days to the following year.

Benefits Package

TechCorp offers comprehensive benefits including health insurance coverage for employees and dependents, dental and vision care, life insurance, and a 401(k) retirement plan with up to 5% company matching. Additional perks include gym membership reimbursement, professional development budget of \$2,000 annually, and stock options for senior positions.

Performance Reviews

Performance reviews are conducted bi-annually in January and July. Employees meet with their managers to discuss achievements, areas for improvement, and career development goals. Reviews directly impact annual compensation adjustments and promotion decisions. Self-assessments are required one week before the scheduled review meeting.

Code of Conduct

All employees are expected to maintain professional behavior, respect diversity and inclusion, protect confidential information, and comply with company policies. Harassment, discrimination, or unethical behavior will not be tolerated. Report any concerns to HR immediately through the anonymous hotline or hr@techcorp.com.