

# Employee Handbook

## Welcome to Our Company

This handbook provides essential information about our company culture, policies, and expectations. We are a modern tech company committed to innovation, collaboration, and employee growth.

Our mission is to build products that make a difference. We value transparency, continuous learning, and work-life balance. This handbook will guide you through your journey with us.

## Working Hours and Flexibility

We operate on a flexible schedule with core hours from 10 AM to 4 PM in your local timezone. You're expected to be available during core hours for meetings and collaboration.

Outside core hours, you have flexibility to manage your schedule. We trust you to deliver results and manage your time effectively. Remote work is fully supported.

## Communication Expectations

We use Slack for daily communication, email for formal correspondence, and Zoom for video meetings. Response time expectations: Slack within 2 hours during work hours, email within 24 hours.

Always update your status when away from keyboard. Use Do Not Disturb mode outside working hours. Respect colleagues' time zones when scheduling meetings.

## Professional Development

We invest in your growth through annual learning budgets, conference attendance, and internal training programs. Each employee receives \$2000 annually for professional development.

You can use this budget for courses, certifications, books, or conference tickets. Submit requests through the HR portal with justification and expected outcomes.