

Acme Corp Employee Handbook (2024 Edition)

1. Introduction

Welcome to Acme Corporation! This handbook outlines our company policies, culture, and expectations to ensure a healthy, productive, and respectful workplace.

2. Work Hours

Standard working hours are from **9:00 AM to 5:00 PM**, Monday through Friday. Employees are expected to report on time and notify their managers in case of delays.

3. Leave Policy

Employees are entitled to:

- 15 days of paid vacation leave per year.
- 10 days of sick leave.
- National public holidays as recognized by the government.

All leave must be approved in advance, except in emergencies.

4. Code of Conduct

Employees must:

- Maintain professionalism and integrity at all times.
- Treat colleagues with respect and courtesy.
- Avoid conflicts of interest or disclose them immediately.

Harassment, discrimination, and unethical behavior will result in disciplinary action.

5. IT & Data Security

- Passwords must be changed every 90 days.
 - Company data must not be shared without authorization.
 - Employees must report suspicious emails or security issues immediately.
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7. Contact

For questions about this handbook, contact the HR department at **hr@acmecorp.com**.