NEXUS CORP - EMPLOYEE HANDBOOK & OPERATING PROCEDURES (2024)

1.0 IT SECURITY & IDENTITY

All new employees must be issued credentials within 24 hours of their start date.

- **Password Policy:** Temporary passwords must be at least 12 characters long and include one special character.
- **Email Format:** The standard email format is firstname.lastname@nexus.com.

2.0 COMMUNICATION TOOLS

Nexus Corp uses Slack as the primary communication tool.

- **Default Channels:** All new hires must be added to #general, #announcements, and their specific department channel (e.g., #marketing-team).
- **Response Time:** Employees are expected to respond to direct messages within 4 business hours.

3.0 ONBOARDING EXPENSES & WELCOME LUNCH

To foster team cohesion, managers are encouraged to take new hires to a "Welcome Lunch" on their first day or within the first week.

3.1 Budget Limitations (Important)

- **Maximum Budget:** The expense for a Welcome Lunch is capped at **$50.00 USD per person**.
- **Approval:** Any lunch expense exceeding this amount requires written approval from the CFO.
- **Alcohol Policy:** Alcoholic beverages are not reimbursable during Welcome Lunches.

4.0 REMOTE WORK EQUIPMENT

New hires are eligible for a one-time stipend of $500 for home office setup (monitor, chair, keyboard). This must be requested via the "Procurement Bot" within 30 days of hiring.