TechTrend Innovations Policy Dataset

Question	Context	Answer
How many days of annual leave are provided?	Leave Policy: Employees at TechTrend Innovations are entitled to 20 days of annual leave	20 days of annual leave
How long is parental leave?	Leave Policy: Parental leave at TechTrend Innovations includes 12 weeks maternity and paternity leave	Up to 12 weeks maternity and paternity leave
When must leave requests be submitted?	Leave Policy: All leave requests must be submitted through the HR portal with manager approval	At least 7 days in advance via the HR portal
What is the process for emergency leave?	Leave Policy: Emergency leave can be requested with less than 7 days' notice, approved with	Submit via HR portal, approved with exception
Can I carry over unused leave?	Leave Policy: Up to 5 days of unused annual leave can be carried over with manager approval	Up to 5 days with manager approval
When do annual appraisals take place?	Appraisal Process: Annual appraisals occur in December	In December, to review performance and set goals
By when must self-assessment forms be submitted?	Appraisal Process: Employees must submit self-assessment to prepare for appraisal	By November 15
Are performance bonuses available?	Appraisal Process: Performance bonuses are awarded based on appraisal scores.	Yes, based on appraisal scores.
How is the appraisal score calculated?	Appraisal Process: Scores are based on KPIs, peer feedback, and manager evaluation, an	Based on KPIs, peer feedback, and
Where can I find my payslip?	Payslip Access: Payslips are available on the HR portal under 'Payroll'.	On the HR portal under 'Payroll'.
Can I get paper payslips?	Payslip Access: Employees can opt for paper payslips via HR request.	Yes, employees can opt for paper
How long to resolve payslip discrepancies?	Payslip Access: Discrepancies must be reported to HR for resolution within 30 days.	Contact HR within 30 days.
How do I claim travel expenses?	Expense Claims: Work-related travel expenses are reimbursable via the HR portal with receipts	Submit claims via the HR portal with
What is the deadline for expense claims?	Expense Claims: Claims must be submitted within 60 days	Within 60 days of expenses.
How long for expense approval?	Expense Claims: Approval process takes 5-10 business days after submission.	5-10 business days after submission.
What expenses are eligible for reimbursement?	Expense Claims: Eligible expenses include travel, accommodation, and work-related	Travel, accommodation, and work
How many training hours are offered?	Training and Development: TechTrend offers 40 hours of professional development annually	40 hours annually
How do I enroll in training courses?	Training and Development: Courses are available via the Learning Portal.	Via the Learning Portal.
Can I attend workshops?	Training and Development: Workshops count toward annual training hours.	Yes, workshops are available.
Are external certifications reimbursable?	Training and Development: Approved external certifications are reimbursable with prior approval.	Yes, with prior approval.
How many days can I work remotely?	Remote Work Policy: Employees may work remotely up to 3 days per week, subject to role	Up to 3 days per week
Do remote workers need manager approval?	Remote Work Policy: Remote work arrangements require manager approval.	Yes, subject to manager approval.
What is required for a remote workspace?	Remote Work Policy: Remote employees need a dedicated workspace and stable internet	A dedicated workspace and internet
How long is the onboarding program?	Onboarding Process: New hires complete a structured onboarding program.	2 weeks
Do new hires get a buddy?	Onboarding Process: A buddy is assigned to support new hires for the first 30 days.	Yes, for the first 30 days.
What training is included in onboarding?	Onboarding Process: Onboarding includes system training and team introductions.	System training and team introduce
Is DEI training mandatory?	Diversity and Inclusion: TechTrend requires annual DEI training for all employees.	Yes, annually for all employees.
Can I join affinity groups?	Diversity and Inclusion: Affinity groups are open to employees from underrepresented communities	Yes, from underrepresented commu
What is TechTrend's diversity commitment?	Diversity and Inclusion: TechTrend is committed to fostering a diverse and inclusive workplace	Committed to a diverse workplace
How do I report a harassment issue?	Workplace Conduct: Harassment issues must be reported to HR immediately for investigation	Report to HR immediately
What support is available for mental health?	Employee Wellness: TechTrend offers an Employee Assistance Program (EAP)	Employee Assistance Program (EAP)
How are workplace disputes resolved?	Workplace Conduct: Disputes are handled through mediation and HR review	Through mediation and HR review

Question	Answer	Summary
What is the process for requesting accommodations?	Employee Support: Reasonable accommodations can be requested via HR portal	Submit request via HR portal for eligio...
Are wellness programs available?	Employee Engagement: Wellness programs include fitness subsidies and mental...	Yes, fitness subsidies and mental...
How can I provide feedback anonymously?	Employee Engagement: Anonymous feedback can be submitted through the HR portal.	Via the HR portal anonymously.
What is the deadline for mandatory compliance training?	Compliance: All employees must complete compliance training annually.	By December 31 each year.
How do I update my personal details?	Employee Records: Personal details can be updated via the HR portal.	Via the HR portal.
What is the policy on overtime pay?	Compensation: Overtime is paid at 1.5x for eligible employees.	1.5x pay for eligible employees.
Can I request a flexible work schedule?	Work Schedule: Flexible schedules are available with manager approval.	Yes, with manager approval.
What is the process for promotion requests?	Career Development: Promotion requests are reviewed during annual appraisals.	Submit during annual appraisals.
Are there employee recognition programs?	Employee Engagement: TechTrend has quarterly recognition awards.	Yes, quarterly recognition awards.
How do I access the Employee Assistance Program?	Employee Wellness: EAP is accessible via HR portal or direct contact.	Via HR portal or direct contact.
What is the policy on workplace safety?	Workplace Safety: TechTrend adheres to OSHA standards and regular safety train...	Adheres to OSHA standards with...