TechCorp Employee Handbook

Welcome to TechCorp! This handbook contains important information about our company policies, benefits, and procedures.

Company Mission:
To innovate and deliver cutting-edge technology solutions that improve people's lives and transform businesses worldwide.

Core Values:
1. Innovation - We embrace creativity and new ideas
2. Integrity - We act with honesty and transparency
3. Collaboration - We work together as one team
4. Excellence - We strive for the highest quality

Work Hours:
Standard work hours are 9:00 AM to 5:00 PM, Monday through Friday. Flexible work arrangements are available upon manager approval.

Remote Work Policy:
Employees may work remotely up to 3 days per week with manager approval. A reliable internet connection and dedicated workspace are required for remote work.

Vacation Policy:
Full-time employees receive 20 days of paid vacation per year. Vacation requests should be submitted at least 2 weeks in advance.

Employee Benefits

Health Insurance:
TechCorp provides comprehensive health insurance coverage including medical, dental, and vision plans. Coverage begins on the first day of employment.

401(k) Retirement Plan:
Employees can contribute to our 401(k) plan with company matching up to 4% of salary. Vesting is immediate for employee contributions and follows a 3-year graduated schedule for company match.

Professional Development:
Annual budget of $2,000 per employee for training, conferences, certifications, and educational materials.

Parental Leave:
12 weeks paid parental leave for primary caregivers
4 weeks paid parental leave for secondary caregivers

Contact HR:
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