

Detailed HR Policy and Procedures Manual (v2025-07)

Company: Global Tech Solutions Inc. **Jurisdiction:** North America (United States, Canada, Mexico) **Effective Date:** July 1, 2025 **Supersedes:** All previous handbooks and verbal agreements.

1. Employment and Onboarding

1.1 Employment Classification

- **Full-Time Exempt (FTE):** Salaried, consistent schedule, not eligible for overtime. Roles include management, professional, and administrative positions. Standard workweek is 40 hours.
- **Full-Time Non-Exempt (FTNE):** Hourly, consistent schedule, eligible for overtime. Required to track time daily in the TimeTrack app.
- **Part-Time (PTE):** Works fewer than 30 hours per week. Paid hourly, not eligible for standard benefits package. Accrues PTO on a pro-rata basis.
- **Contractor:** Engaged for a specific project or duration via a service agreement. Not an employee, not eligible for benefits.

1.2 Probationary Period

- All new hires are subject to a **180-day probationary period** starting from their hire date.
- Termination during this period can occur at any time without cause, provided all relevant local laws are followed.
- PTO may be requested but is subject to a 90-day waiting period. PTO usage during this time does not reduce the probationary period.

2. Compensation and Benefits

2.1 Salary and Payroll

- Payroll is processed on a bi-weekly basis, with paydays on Friday.
- Direct deposit is required for all employees.
- Performance reviews are conducted bi-annually in June and December. Compensation adjustments, if any, are effective on **January 15th** of the following year.

2.2 Health and Wellness Benefits

- Health, dental, and vision insurance are available for FTE and FTNE employees on the first day of the month following their hire date.
- **Company-provided Short-Term Disability (STD)** pays **65% of an employee's base salary** for up to 12 weeks after a 7-day elimination period.
- Optional employee-paid **Long-Term Disability (LTD)** becomes effective after the STD period ends and continues to provide 65% of base salary until age 65.

2.3 Retirement Savings (401(k))

- The company provides a 401(k) retirement savings plan with immediate eligibility.
- The company offers a **100% match on the first 3% of contributions** and a **50% match on the next 2%**, for a maximum company match of **4%**.
- All company matching funds have a **3-year vesting schedule**, vesting at **33.3%** per year.

3. Paid Time Off (PTO)

3.1 Vacation Accrual

- FTE and FTNE employees accrue 1.667 days of vacation per month, totaling **20 days per calendar year**.
- Accrual is credited on the first day of each month.
- A maximum of **10 days** may be carried over from one calendar year to the next.

3.2 Sick Leave

- Employees are granted **8 paid sick days per calendar year** on January 1st. These do not carry over.
- A doctor's note is required for any sick leave exceeding three consecutive business days.

3.3 Company Holidays

- The company observes the following 11 paid holidays in 2025:
 - New Year's Day (Jan 1)
 - Martin Luther King Jr. Day (Jan 20)
 - Memorial Day (May 26)
 - Juneteenth (June 19)
 - Independence Day (July 4)

- Labor Day (Sept 1)
- Indigenous Peoples' Day (Oct 13)
- Thanksgiving Day (Nov 27) and the following Friday (Nov 28)
- Christmas Day (Dec 25)
- New Year's Eve (Dec 31)

4. Remote and Hybrid Work

4.1 Hybrid Work Model

- The default work model is hybrid, requiring employees to be in the office a minimum of **3 days per week**.
- Remote workdays must be agreed upon with a direct manager.
- Full-time remote work requires approval from a Senior Vice President and is reserved for specific roles.

4.2 Home Office Stipend

- Employees are eligible for a **one-time stipend of \$600 USD** for home office equipment upon approval.
- An additional stipend of **\$300 USD** may be requested every **36 months** thereafter for equipment refresh.

5. Expense and Travel

5.1 Travel Expenses

- Airfare for domestic travel must be booked as Economy Class.
- International flights exceeding 8 hours of total air time may be booked as Premium Economy.
- A daily per diem for meals is provided: **\$75 USD for domestic travel** and **\$100 USD for international travel**.
- Receipts are required for any single expense over \$50 USD.

5.2 Business Expenses

- Employees must submit all expense reports within **30 days** of the expense date.
- All expenses must be submitted through the Concur expense management system.

- Unapproved or fraudulent expenses will be deducted from the employee's next paycheck.

5.3 Rental Cars and Lodging

- Employees should book mid-size sedans or smaller for car rentals. SUVs and luxury vehicles require VP approval.
- Hotel bookings should be at a 3-star or 4-star equivalent hotel, unless a specific conference or event requires otherwise.
- Lodging costs should not exceed **\$250 USD per night** without prior approval from a manager.

6. Professional Development

6.1 Training and Conferences

- Each employee is allocated a professional development budget of **\$1,500 USD per calendar year**.
- Requests for training or conferences must be submitted to a manager at least **6 weeks** in advance of the event.
- Expenses related to approved professional development are reimbursed through the standard expense reporting process.

6.2 Tuition Reimbursement

- The company offers a tuition reimbursement program for courses related to an employee's job function.
- Reimbursement is capped at **\$5,250 USD per calendar year** for accredited institutions.
- Employees must maintain a minimum GPA of **3.0** to be eligible for reimbursement.

7. Grievance and Disciplinary Action

7.1 Grievance Procedure

- An employee with a grievance must submit a formal complaint in writing to their HR Business Partner within **15 business days** of the incident.
- HR will conduct an investigation and provide a written response within 10 business days of receiving the complaint.

7.2 Progressive Discipline

- The company uses a progressive discipline model:
 1. **Verbal Warning:** Documented by the manager.
 2. **Written Warning:** Filed in the employee's personnel record.
 3. **Final Written Warning:** Serves as notice that further infraction may lead to termination.
 4. **Termination:** Employment is ended.
- Severity of an infraction may warrant skipping steps in this process.

8. IT and Data Security

8.1 Device Security

- All company-owned devices must have full-disk encryption and a screen lock that activates after **10 minutes** of inactivity.
- Lost or stolen devices must be reported to the IT Helpdesk and HR within **4 hours** of discovery.

8.2 Access and Passwords

- Two-Factor Authentication (2FA) is required for all company applications, including the HRIS and email.
- Passwords for company systems must be a minimum of **14 characters** and include a combination of uppercase letters, lowercase letters, numbers, and symbols. Passwords must be changed every **180 days**.

8.3 Data Classification

- Data is classified into four levels:
 - **Public:** Non-confidential, available to anyone.
 - **Internal:** For internal use only. Unauthorized sharing is prohibited.
 - **Confidential:** Sensitive business information. Access is restricted to authorized personnel.
 - **Restricted:** Highly sensitive data, such as Personally Identifiable Information (PII) or financial records. Access is logged and audited. All PII data must be encrypted in transit and at rest.

9. Health and Safety

- Employees must immediately report all workplace injuries or safety concerns to their manager and HR.
- The company maintains an Injury and Illness Prevention Program (IIPP) which is reviewed and updated annually on **April 1st**.

10. Glossary

- **FTE:** Full-Time Exempt
- **FTNE:** Full-Time Non-Exempt
- **HRIS:** Human Resources Information System
- **IIPP:** Injury and Illness Prevention Program
- **LTD:** Long-Term Disability
- **PII:** Personally Identifiable Information
- **PTE:** Part-Time
- **PTO:** Paid Time Off
- **STD:** Short-Term Disability
- **2FA:** Two-Factor Authentication

11. Employee Conduct and Social Media

- **11.1 General Conduct:** Employees are expected to conduct themselves professionally. This includes appropriate attire for in-office work and respectful communication in all company-related interactions.
- **11.2 Social Media:** Employees should not post company-confidential information on personal social media accounts. When discussing Global Tech Solutions, employees must use a disclaimer (e.g., "Opinions are my own") and are prohibited from making derogatory or defamatory remarks about the company or its clients.
- **11.3 Substance Use:** The use of alcohol, illegal drugs, or controlled substances is strictly prohibited on company property or during work hours. Violations will result in immediate disciplinary action up to and including termination.

12. Workplace Communication

- **12.1 Communication Channels:** All official company communications will be sent via corporate email. Urgent messages may be sent via Slack, with an expectation of a response within **1 business hour** during standard work hours.
- **12.2 All-Hands Meetings:** Company-wide meetings are held quarterly. Attendance is mandatory for all full-time employees unless a pre-approved leave is in effect.

13. Emergency and Safety Procedures

- **13.1 Incident Reporting:** All safety-related incidents or near-misses must be reported via the company's internal safety portal within **12 hours** of the event.
- **13.2 Emergency Contacts:** Employees are required to maintain up-to-date emergency contact information in the HRIS. This information will only be used in case of a workplace emergency involving the employee.
- **13.3 Evacuation:** In the event of a fire alarm or other building evacuation notice, employees must proceed immediately to the designated muster point, which is located in the parking lot adjacent to the main entrance.

14. Intellectual Property and Confidentiality

- **14.1 Ownership:** All intellectual property, including code, documentation, and designs, created by an employee in the course of their employment is the sole property of Global Tech Solutions Inc.
- **14.2 Non-Disclosure:** Employees are required to sign a non-disclosure agreement (NDA) as part of their hiring process, which remains in effect for **5 years** after their separation from the company.

15. Employee Performance

- **15.1 Goal Setting:** Employees and their managers must collaboratively set a minimum of **3 performance goals** at the beginning of each review cycle (January and July).
- **15.2 Performance Improvement Plan (PIP):** A PIP is a formal process initiated when an employee's performance is consistently below expectations. The plan has a minimum duration of **30 days** and a maximum duration of **90 days**.

16. Training and Development

- **16.1 Mandatory Training:** All employees must complete mandatory training on topics such as anti-harassment, data security, and the code of conduct. These trainings are assigned annually and must be completed by **March 31st**.

- **16.2 Professional Memberships:** The company will reimburse up to **\$300 USD** per year for professional memberships directly related to an employee's role, with manager approval.

17. Employee Offboarding

- **17.1 Resignation Process:** Employees must submit their letter of resignation via email to their direct manager and HR Business Partner. A minimum of **14 business days'** notice is required.
- **17.2 Final Paycheck:** Final paychecks will be processed on the next regular payroll cycle after the employee's last day. Any outstanding business expenses must be submitted within **7 days** of the last day of employment.

18. General Workplace Policies

- **18.1 Smoking:** Smoking is prohibited on all company property, including within **25 feet** of building entrances.
- **18.2 Personal Use of Property:** Employees may not use company-provided equipment, including computers and vehicles, for personal business or financial gain.

19. Grievance and Conflict Resolution

- **19.1 Initial Resolution:** Employees are encouraged to first attempt to resolve any workplace issues or conflicts directly with the individual(s) involved or their direct manager.
- **19.2 Formal Complaint:** If direct resolution is not possible, a formal written grievance can be submitted to HR. The HR team will convene a mediation session within **20 business days** of receiving the complaint.

20. Policy Acknowledgment and Amendments

- **20.1 Acknowledgment:** Upon hire and at the beginning of each calendar year, all employees must sign a form acknowledging receipt and understanding of this policy manual.
- **20.2 Amendments:** This policy manual is subject to change at any time. Material changes will be communicated to employees via company email at least **30 days** prior to their effective date.

21. Personal Protective Equipment (PPE)

- **21.1 Mandatory PPE:** All employees working in the lumber yard, mill, or forest are required to wear company-issued PPE. This includes a hard hat, steel-toed boots, high-visibility clothing, safety glasses, and hearing protection.
- **21.2 PPE Replacement:** The company provides an annual stipend of **\$150 USD** for the replacement of steel-toed boots. All other required PPE will be replaced by the company's quartermaster upon inspection and determination that the equipment is no longer safe for use.

22. Log Handling and Stacking

- **22.1 Stack Height:** For safety and stability, log stacks in the yard must not exceed **25 feet** in height. Stacks must be built with a stable, pyramid-like base.
- **22.2 Handling Procedures:** Employees operating forklifts or other heavy equipment must always approach stacks from the side and never from the downhill or unsupported end of the stack.

23. Inclement Weather Policy

- **23.1 Extreme Heat:** When temperatures exceed **35°C (95°F)**, work shifts will be adjusted to include a mandatory 15-minute hydration break every 2 hours.
- **23.2 Lightning and Thunderstorms:** All work on elevated equipment (e.g., cranes) and in open-air areas of the yard must cease immediately upon the first sight of lightning or sound of thunder. Work may resume 30 minutes after the last recorded event.

24. Certification and Licensing

- **24.1 Chainsaw Operator Certification:** All employees who operate a chainsaw must have a valid **Level 1 Chainsaw Operator Certification** from the Timber Safety Institute. This certification must be renewed every **2 years**.
- **24.2 Heavy Equipment Licensing:** Employees operating heavy equipment such as skidders, feller bunchers, or log loaders must hold a valid Class 7 Equipment Operator License and must undergo a mandatory skill assessment every **18 months**.

25. Tool and Equipment Maintenance

- **25.1 Daily Inspections:** Employees are required to conduct a pre-shift safety inspection of their assigned tools and machinery. A completed **"Daily Pre-Op Checklist"** must be submitted to the shift supervisor before beginning work.

- **25.2 Tool Crib:** All tools, including chainsaws, felling axes, and forestry hammers, must be checked out from the main tool crib using the company's asset tracking system. Missing tools will result in a formal investigation.

26. Environmental and Waste Management

- **26.1 Sawdust Disposal:** Sawdust and other wood waste must be collected in designated bins and disposed of according to the company's waste management protocol. Spills must be reported to the Mill Manager within **1 hour**.
- **26.2 Fuel and Oil Spills:** Any spill of fuel, hydraulic fluid, or engine oil must be immediately reported to the Site Supervisor and contained with an absorbent kit. All spills over **1 gallon** must be reported to the local environmental authority.

27. Safety Committees and Onsite Medical

- **27.1 Safety Committee:** The Mill Safety Committee is comprised of **8 members** (4 management, 4 employee representatives) and meets on the **last Tuesday of every month**.
- **27.2 Onsite Medical:** A designated First Aid Officer is on duty at all times at the main Mill site. In the event of an emergency, employees must contact the First Aid Officer before calling external emergency services. The First Aid Officer is located in the **Medical Annex, Bay 4**.

28. Noise and Hearing Protection

- **28.1 Hearing Protection Zones:** The entire Mill floor and all areas within **100 feet** of the sawmill are designated as mandatory hearing protection zones.
- **28.2 Annual Hearing Test:** All Mill employees are required to undergo an annual audiometric hearing test, administered by an occupational health specialist, no later than **September 30th** of each year.

29. Log Grading and Quality Control

- **29.1 Grading Standards:** All logs must be graded according to the company's internal "**Grade 1 through 5**" standard. Logs that do not meet Grade 3 minimums must be rerouted to the wood chipper.
- **29.2 Quality Control Audits:** Quality control audits are performed by the Mill Foreman on a random sample of **10 logs** per shift to ensure compliance with grading standards.

30. Forest Fire Season Protocol

- **30.1 High-Risk Period:** The official Forest Fire Season is declared from **May 15th to September 30th**.
- **30.2 Work Stoppage:** During a Level 3 fire ban, all tree-felling operations will cease, and only mill operations will continue. A mandatory communication drill to confirm everyone has evacuated the forest will be conducted on the **first Friday of every June**.