

# XYZ Company

## HR & Benefits Handbook

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This handbook summarizes the core HR policies, working arrangements, and the benefits package applicable to all full-time and part-time employees of XYZ Company. In case of conflict with applicable law, the minimum legal requirements shall prevail. Policies are reviewed and updated regularly.

### 1) Purpose and Scope

The purpose of this handbook is to support a transparent, fair, and inclusive workplace; to clearly outline employee rights and responsibilities; and to provide a common reference on leave, benefits, expenses, and working arrangements. This document covers employees employed in Türkiye. Regional differences, if any, are specified in the appendices.

### 2) Guiding Principles

**Equality & Inclusion:** Equal opportunity in hiring, promotion, compensation, and benefits. Discrimination, harassment, and mobbing are strictly prohibited.

**Transparency:** Policies and processes are documented. Employees are informed of changes that affect them.

**Data Privacy:** Personal data are processed for legitimate purposes with appropriate technical and organizational safeguards; only authorized personnel have access.

### 3) Working Arrangements & Flexibility

**Working Hours:** The weekly working time is 45 hours. With flexible scheduling, start/end times may be set with your manager in line with team needs.

**Hybrid/Remote Work:** Roles may be hybrid or fully remote. Remote workspaces are expected to be safe, ergonomic, and privacy-compliant.

**Overtime:** Overtime requires prior manager approval and is compensated or time-off-in-lieu per applicable law.

## 4) Leave Policies

Annual Paid Leave: XYZ Company applies seniority-based annual leave entitlements as shown below. Minimum legal requirements are always observed.

Seniority	Annual Leave (Days)
1 - 5 years	14
5 - 15 years	20
15+ years	26

Sick Leave: Medical leaves supported by a valid health report are handled in accordance with law and company practice. Notify your manager and HR as early as possible.

Parental Leaves: In addition to statutory maternity/paternity/adoption entitlements, XYZ Company provides paid parental leave. +10 business days for the birthing parent; +5 business days for the spouse/partner.

Education Leave: Up to 3 business days of paid education leave per year for approved programs.

Unpaid Leave: May be granted in exceptional cases with manager and HR approval.

## Public Holidays

If work is performed on official public holidays, compensation or time-off-in-lieu is provided in line with applicable law and company practice.

## 5) Benefits Package

XYZ Company offers a competitive package to enhance the employee experience. The table below summarizes standard benefits; details may vary by role, level, and location.

Benefit	Coverage / Limit / Notes
Meal Card	Monthly net support; adjusted for city and field conditions.
Transportation	Public transport/company shuttle or monthly allowance.
Private Health Insurance	Employee + spouse/children options; annual check-up.
Life Insurance	Base coverage; optional top-ups available.
Remote Work Stipend	Monthly internet/ergonomics support (invoice required).
Equipment	Laptop, monitor, headset; refresh every 2 years.
Learning Budget	Annual individual learning budget: courses/certifications/books.
Sports & Wellbeing	Corporate gym discounts or monthly wellness allowance.

## Using Your Benefits

Benefits are generally non-transferable. Company assets must be returned upon exit. Meal/transportation supports are calculated based on actual working days in the relevant period.

## 6) Travel & Expense Policy

Travel Approval: All domestic/international travel must be approved in the system before incurring expenses. Except for emergencies, unapproved expenses may not be reimbursed.

Flights & Accommodation: Balance cost and comfort. For flights over 3 hours, economy plus (or similar) may be considered. Typical hotel class is 4-star.

Per Diem: Paid within location-based limits. Receipts are required.

Expense Submission: File claims within 10 days after the spend, with receipts uploaded to the system. Non-compliant items may be excluded.

## 7) Code of Conduct & Workplace Safety

Ethical Conduct: We expect honesty, respect, and professionalism. Conflicts of interest must be disclosed; anti-bribery and anti-corruption principles are strictly applied.

Harassment & Mobbing: Any form of harassment and mobbing violates company policy. Reporting channels operate under confidentiality; misuse may also be a disciplinary matter.

Occupational Health & Safety: OHS rules are mandatory for offices and field sites. Ergonomics, emergency evacuation plans, and fire drills are conducted regularly.

## 8) Information Security & Confidentiality

Access Controls: Role-based access with the principle of least privilege.

Data Classification: Internal, confidential, and highly confidential classes exist. Customer data must be processed only in authorized environments.

Company Assets: Device encryption, screen lock, strong passwords, and MFA are mandatory. Lost/stolen devices must be reported immediately.

## 9) Requests & Approvals

Leave Requests: Annual/parental/education leaves are requested via the HR system at least 5 business days in advance. In urgent health situations, this requirement may be waived.

Benefits Usage: Private health plan changes can be made during open enrollment. Equipment requests are processed via the IT portal.

Expense Approvals: Single or dual approval flows apply depending on expense type. Justification is required for limit exceedances.

## 10) Frequently Asked Questions (FAQ)

- Can I split my annual leave?

Yes, provided it does not disrupt team plans. For requests shorter than 5 business days, alignment with your manager is required.

- How are meal/transport benefits handled during remote work?

Calculated based on your location and actual working days; the policy may be updated periodically.

- My equipment is broken—what should I do?

Open a ticket via the IT portal; you will be guided for repair/replacement.

- Can I add my family to private health insurance?

Yes. Extra premiums may be reflected as employee co-pay; see the plan document for details.

- Is flexible work possible after childbirth?

A phased return or part-time model may be evaluated considering role/team needs.

## 11) Contacts & Acknowledgement

Questions: [hr@xyzcompany.com](mailto:hr@xyzcompany.com) | IT Support: [it@xyzcompany.com](mailto:it@xyzcompany.com) | Travel & Expenses: [finance@xyzcompany.com](mailto:finance@xyzcompany.com)

I hereby acknowledge that I have read and understood this handbook. Latest versions will be accessible via the HR portal.

— End —