

Company Policy Handbook (Mock)

VPN Setup Policy

To access company systems remotely, employees must use the official VPN client. Download the VPN software from the internal IT portal. Login is performed using your SSO credentials. Multi-factor authentication (MFA) is required. VPN must be active during all remote work sessions. For support, contact vpn-support@company.com.

Paid Time Off (PTO) Policy

Full-time employees accrue PTO at a rate of 1.5 days per month. PTO requests must be submitted via the HR portal at least 2 weeks in advance and approved by your manager. Unused PTO rolls over up to a maximum of 15 days. Emergency leave may bypass the 2-week requirement.

Expense Reimbursement Policy

Employees must submit expense reports within 30 days of the purchase. Acceptable expenses include travel, meals, and client-related purchases. Upload itemized receipts and submit through the Concur system. Reimbursements are processed biweekly. For questions, email expenses@company.com.

Acceptable Use of Company Devices

Company laptops and phones must be used primarily for work purposes. Do not install unauthorized software. IT may remotely monitor usage to ensure compliance. Any loss or theft must be reported within 24 hours. Devices must be returned upon termination of employment.

Remote Work Policy

Employees approved for remote work must maintain regular working hours and be available via Slack and Zoom. A quiet, distraction-free environment is expected. VPN must be used at all times. Performance will be

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reviewed quarterly to assess continued eligibility for remote work.