

Company Name: Acme Corp

Document: HR Policy Handbook

Version: 1.0

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1. Introduction

This handbook outlines Acme Corp's policies, benefits, and code of conduct to guide all employees.

2. Code of Conduct

- Treat everyone with respect and integrity.
- Harassment, discrimination, and unethical behavior will not be tolerated.
- Confidential information must not be disclosed without authorization.

3. Leave Policy

- Annual Leave: 20 paid days per year.
- Sick Leave: 10 paid days per year.
- Parental Leave: 16 weeks for primary caregivers, 4 weeks for secondary caregivers.
- Unpaid Leave: Subject to manager approval.

4. Remote Work Policy

- Employees may work remotely up to 3 days per week.
- Full-remote positions require VP approval.
- Equipment support is provided for remote setups.

5. Benefits Overview

- Health Insurance: Full-time employees are covered from day one.
- Wellness Stipend: \$100/month for health-related expenses.
- Professional Development: \$1,000/year for learning & certifications.

6. Working Hours

- Standard: 9:00 AM – 5:00 PM, flexible hours permitted with manager approval.
- Time tracking required via internal HR portal.

7. Termination & Offboarding

- Notice Period: 2 weeks (employee or employer-initiated).
- Exit interviews are mandatory.
- Company assets must be returned on the last working day.

For any clarifications, contact hr@acme.corp.