3.1 Welcome to Unisoftwares

Welcome to the Unisoftwares family! We're thrilled to have you join our team of passionate professionals dedicated to delivering exceptional digital solutions. This handbook will guide you through company culture, policies, benefits, and day-to-day operations.

3.2 Company Culture

3.2.1 Our Work Environment

- Collaborative: Open communication, cross-team projects

- Innovative: Embrace new tools, experiment, fail fast

- Inclusive: Diverse team, respect for all backgrounds

- Results-Oriented: Focus on outcomes, not just hours worked

3.2.2 Team Structure

- Development Team: Frontend, backend, mobile, QA engineers

- Marketing Team: SEO specialists, content writers, PPC experts, social media managers

- Sales & Business Development: Account managers, BDMs

- Design Team: UI/UX designers, graphic designers, video editors

- Operations & Support: Project managers, HR, admin, IT support

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3.3 First Day Checklist

✅ HR Orientation (9:00 AM - 10:30 AM)

- Sign employment contract & NDA

- Submit tax forms, bank details, emergency contacts

- Collect employee ID card

- Receive welcome kit (company swag, handbook)

✅ IT Setup (10:30 AM - 12:00 PM)

- Laptop/desktop issuance

- Email account setup (yourname@unisoftwares.pk)

- Access to Slack, project management tools

- VPN & security software installation

✅ Team Introduction (12:00 PM - 1:00 PM)

- Meet your manager and team

- Office tour (Lahore) or virtual intro (remote)

- Buddy assignment (peer mentor for first 30 days)

✅ Lunch (1:00 PM - 2:00 PM)

- Free lunch in office cafeteria or lunch allowance

✅ Afternoon: Mandatory Training (2:00 PM - 5:00 PM)

- Information Security training

- Anti-harassment policy

- Company tools overview

3.4 Communication Tools & Platforms

3.4.1 Internal Communication

- Slack: Primary chat tool (channels: #general, #dev, #marketing, #random)

- Email: Formal communication, client correspondence

- Microsoft Teams: Video calls, team meetings

- Zoom: Client meetings, webinars

3.4.2 Project Management

- Jira: Software development projects (agile boards)

- Asana/ClickUp: Marketing campaigns, general projects

- Monday.com: Client project tracking

3.4.3 Documentation & Knowledge Base

- Confluence: Internal wiki, process documentation

- Google Drive: Shared files, templates

- Notion: Company handbook, meeting notes

3.5 Daily Routine & Rituals

3.5.1 Daily Standup (9:15 AM)

- 15-minute team sync (in-person or Slack)
- Share: What you did yesterday, what you'll do today, any blockers

3.5.2 Weekly Team Meeting (Monday 10:00 AM)

- Review last week's wins and misses
- Upcoming priorities
- Shoutouts & recognition

3.5.3 Monthly All-Hands (First Friday 4:00 PM)

- Company updates from leadership
- Departmental highlights
- New hire introductions
- Q&A session

3.6 Career Development

3.6.1 Learning & Development Budget

- Annual Budget: PKR 50,000 per employee
- Eligible Expenses: Online courses, certifications, books, conferences
- Process: Submit request to manager → HR approval → Purchase/reimbursement

3.6.2 Certifications Encouraged

For Developers:

- AWS Certified Solutions Architect
- Google Cloud Professional Developer
- MongoDB Certified Developer

For Marketers:

- Google Analytics Certification
- HubSpot Inbound Marketing

- Facebook Blueprint Certification

- SEMrush SEO Certification

For Designers:

- Adobe Certified Professional

- Google UX Design Certificate

3.6.3 Internal Knowledge Sharing

- Lunch & Learn Sessions: Monthly tech talks (30-45 min)

- Show & Tell Fridays: Team members demo projects

- Book Club: Quarterly book discussions

3.6.4 Career Progression Paths

Software Developer Track: Junior Developer → Mid-level Developer → Senior Developer → Tech Lead → Engineering Manager → Director of Engineering

Marketing Track: Junior Specialist → Specialist → Senior Specialist → Team Lead → Marketing Manager → Head of Marketing

Design Track: Junior Designer → Mid Designer → Senior Designer → Lead Designer → Design Manager

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3.7 Workplace Amenities (Lahore Office)

- Free Lunch: Daily (Mon-Fri)

- Unlimited Tea/Coffee/Snacks

- Prayer Room: Separate for men and women

- Parking: Free employee parking

- Transport Service: Company van from major routes

- Recreational Area: Foosball table, PS5, board games

- Quiet Zone: Focus rooms for deep work

3.8 Dress Code

3.8.1 Office Days

- Business Casual: Collared shirts, trousers, modest attire

- Jeans allowed: No ripped jeans

- Footwear: Closed-toe shoes (no slippers/sandals)

- Friday Casual: T-shirts and jeans allowed

3.8.2 Client Meetings

- Formal Business Attire: Suits, ties (men); formal dress/suit (women)

3.8.3 Remote Work

- Dress code relaxed but be camera-ready for video calls

FAQs (Employee Handbook)

Q1: What tools do we use for communication?
A: Slack for chat, email for formal, Microsoft Teams/Zoom for meetings. (Source: Employee_Handbook_Detailed.pdf, Section 3.4)

Q2: Do we have a learning budget?
A: Yes, PKR 50,000/year per employee for courses and certifications. (Source: Employee_Handbook_Detailed.pdf, Section 3.6.1)

Q3: What is the dress code?
A: Business casual in office, formal for client meetings, casual on Fridays. (Source: Employee_Handbook_Detailed.pdf, Section 3.8)