TechCorp Employee Handbook

# 1. Company Overview

TechCorp is a leading technology company founded in 2015, specializing in cloud-based software solutions. Our mission is to empower businesses through innovative technology and exceptional customer service. We are headquartered in New York with offices in San Francisco, Austin, and Chicago.

# 2. Work Schedule and Remote Work Policy

Standard work hours are Monday through Friday, 9:00 AM to 5:00 PM local time. TechCorp supports flexible working arrangements and remote work options. Employees may work remotely up to 3 days per week with manager approval. Core collaboration hours are 10:00 AM to 3:00 PM when all team members should be available for meetings and collaboration.

# 3. Employee Benefits

TechCorp provides comprehensive benefits including:

* Health insurance with 90% company coverage
* Dental and vision insurance
* 401(k) retirement plan with 4% company match
* 20 days paid time off annually
* 10 paid holidays per year
* $2,000 annual professional development budget
* Flexible spending accounts for health and dependent care

# 4. Code of Conduct

All employees are expected to maintain high standards of professional conduct. This includes treating colleagues with respect, maintaining confidentiality of sensitive information, and adhering to company policies. Harassment, discrimination, or unethical behavior will not be tolerated.

# 5. IT and Security Policies

Employees must use company-approved software and follow security protocols. All devices must have up-to-date antivirus software and operating system patches. Use of personal devices for work requires IT department approval and security configuration. Passwords must be complex and changed every 90 days. Two-factor authentication is required for all company systems.

# 6. Performance Management

Performance reviews are conducted annually in January. Employees set goals with their managers and receive feedback quarterly. Career development discussions are encouraged, and the company supports internal promotions. Performance improvement plans may be implemented when necessary to help employees meet expectations.

# 7. Emergency Procedures

In case of emergency, employees should follow building evacuation procedures and gather at designated meeting points. For workplace injuries, contact security immediately at extension 911. For IT emergencies or security incidents, contact the IT helpdesk at ext. 4357 or it-emergency@techcorp.com.