

TechNova Solutions

Official Employee Handbook 2025

CONFIDENTIAL - INTERNAL USE ONLY

1. Work Hours & Remote Policy

At TechNova, we value flexibility.

- Core Hours: Employees must be online between 11:00 AM and 3:00 PM MYT.
- Remote Work: We are a Remote-First company.
- The 'Wednesday Rule': However, EVERYONE must be in the office on Wednesdays for the mandatory 'Pizza & Debugging' session.

2. Annual Leave (PTO)

- Standard Allowance: 25 Days per year.
- Bonus: You get 1 extra day of leave for every 'Critical Bug' you fix.
- Notice Period: You must request leave via the 'Holo-Portal' 3 days in advance.

3. Benefits & Perks

- Coffee: The office has an unlimited supply of 'Kopi O'.
- Gym: We pay 50% of your gym membership, up to RM 200/month.
- Pets: You may bring your cat to work, but DOGS are banned because the CEO is afraid of Chihuahuas.

4. Dress Code

- Mon-Thu: Smart Casual (No shorts).
- Friday: 'Hawaii Shirt Day'. If you do not wear a floral shirt on Friday, you must buy donuts for the team.