

Bonus Structure

Bonuses are awarded quarterly based on performance and company profits.

Remote Work Policy

Relocation requests require managerial approval.

Remote working is a permanent or temporary agreement between employees and managers to work from a non-office location for more than [*three days.*]

Working from home for a maximum of [*two days*] or working from home certain days a week on a recurring basis are situations covered by our work from home policy.

Office-based employees may also work remotely for a maximum of [*two consecutive weeks*] per year if [*they want to visit family/ their birthplace.*] Eligible employees are those who have been employed by our company for at least [*a year.*] Employees who are new parents or suffer from short-term/long-term disability may agree to longer periods of remote working with their manager and HR.

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their manager.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

Employee Benefits

Includes health insurance, retirement plans, wellness programs, and tuition reimbursement.

IT and Security Policies

Strict adherence to IT security guidelines is required. Unauthorized software installation is prohibited.

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data etc.

Our data will be:

Accurate and kept up-to-date

Collected fairly and for lawful purposes only

Processed by the company within its legal and moral boundaries

Protected against any unauthorized or illegal access by internal or external parties

Our data will not be:

Communicated informally

Stored for more than a specified amount of time

Transferred to organizations, states or countries that do not have adequate data protection policies

Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

Actions:

Restrict and monitor access to sensitive data

Train employees in online privacy and security measures

Build secure networks to protect online data from cyberattacks

Include contract clauses or communicate statements on how we handle data

Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)

Disciplinary Consequences

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.

Performance Evaluation

Regular performance reviews determine eligibility for raises and promotions.

We are committed to maintaining a positive work environment and treating all employees fairly. In that spirit, we will:

Ensure that performance objectives are clear, measurable, and mutually agreed upon

Maintain open lines of communication with all employees to address concerns promptly

Provide support and resources to managers and supervisors to handle performance issues appropriately

Regularly review and update our performance management processes to ensure they are fair and transparent

Addressing performance issues

If you are experiencing performance issues, we encourage you to:

Seek feedback and clarification on your performance objectives

Discuss these issues with your supervisor or HR department as soon as possible

Seek advice and support from the HR department

Disciplinary consequences

If an employee's performance does not meet the agreed-upon standards, they may face disciplinary action, up to and including termination. Examples of such behavior include, but are not limited to:

Consistently failing to meet performance objectives.

Neglecting duties or responsibilities.

Failing to improve performance after being provided with support and resources.