Global Nexus Corp: Integrated Operations Manual (v2026.1)

1. Corporate Governance & Employment Framework

1.1 Employment Classifications

Global Nexus Corp (GNC) categorizes its workforce into four distinct tiers:

- **Tier 1 (Core):** Full-time salaried employees eligible for all benefits.
- **Tier 2 (Flex):** Part-time employees (20–30 hours/week) with prorated benefits.
- **Tier 3 (Contingent):** Contract workers via external agencies; ineligible for internal HR benefits.
- **Tier 4 (Strategic):** Executive leadership (VP level and above).

1.2 Probationary Periods

All new hires in Tiers 1 and 2 are subject to a **90-day introductory period**. During this window, performance reviews occur at day 30, 60, and 85. Termination during this period does not require the Standard Severance Protocol (see Section 4.5).

---

2. Human Resources & Workplace Conduct

2.1 Code of Ethics: The "Three Pillars"

Employees must adhere to the Three Pillars of GNC Conduct:

1. **Integrity in Data:** Never misrepresent metrics to stakeholders.
2. **Radical Transparency:** Disclose any conflict of interest exceeding **$500 USD** in potential value.
3. **Mutual Respect:** Zero tolerance for discrimination based on protected characteristics.

2.2 Leave Policy (The "30-10-5" Rule)

- **Annual Leave:** 20 days per annum, accruing at 1.67 days per month.
- **Sick Leave:** 10 days per annum (requires medical certification for >3 consecutive days).
- **Personal Leave:** 5 days for "Life Events," non-accruable year-over-year.
- **Carrying Over:** A maximum of **10 days** of annual leave may be carried into the next calendar year. Excess days are forfeited on January 31st.

2.3 Remote Work & Hybrid Model

GNC operates on a **3-2 Hybrid Model**.

- **Core Collaboration Days:** Tuesday, Wednesday, Thursday (In-office mandatory).
- **Flex Days:** Monday, Friday (Remote optional).
- Employees residing more than **75 miles** from a regional hub may apply for "Full Remote" status, subject to a 10% geographic salary adjustment.

---

3. Financial Policies & Reimbursements

3.1 Business Travel & Per Diems

Travel must be booked through the **GNC Travel Portal** at least 14 days in advance for domestic flights and 21 days for international flights.

- **Daily Meal Allowance:** $75 (Domestic), $110 (International).
- **Lodging Cap:** $250/night (Standard Cities), $450/night (Tier 1 Cities: NYC, London, Tokyo, Zurich).

3.2 Expense Reporting

Expenses must be submitted via the **Expensify-GNC Integration** within **30 days** of the transaction.

- Receipts are mandatory for all items over **$25**.
- Late submissions (31–60 days) require Department Head approval.
- Submissions exceeding 60 days will be rejected and considered personal expenses.

3.3 Procurement Thresholds

Amount ($)	Approval Level Required
< $1,000	Direct Manager
$1,001 – $10,000	Department Head + Finance Controller
$10,001 – $50,000	VP of Finance
> $50,000	Chief Financial Officer (CFO)

4. Compensation & Benefits

4.1 Bonus Structure (The "Performance Matrix")

Bonuses are calculated based on the formula:

$$B = (S \times M_b) \times (P_i \times 0.4 + P_c \times 0.6)$$
Where:

- B = Total Bonus
- S = Base Salary
- M_b = Target Bonus % (Role dependent)
- P_i = Individual Performance Score (1.0 - 5.0)
- P_c = Company Performance Factor (0.0 - 1.2)

4.2 Health & Wellness

GNC provides the **"Gold-Flex" Insurance Plan**.

- **Premium Coverage:** 90% paid by GNC for Tier 1; 70% for Tier 2.
- **HSA Contribution:** GNC matches employee contributions up to $1,500 annually.

5. IT & Data Security

5.1 Password & Authentication

- Passwords must be changed every **90 days**.
- Minimum 16 characters, including at least one non-alphanumeric symbol.
- **Multi-Factor Authentication (MFA):** Mandatory for all system logins.

5.2 Data Classification Levels

1. **Public:** Information intended for marketing/publicity.
2. **Internal:** Standard operating procedures, internal memos.
3. **Confidential:** Client lists, financial forecasts, payroll data.
4. **Restricted:** Intellectual property, M&A documents, legal strategy.

6. Performance Management

6.1 The Quarterly Synchronous (QS)

Instead of annual reviews, GNC utilizes the **QS Framework**:

- **Q1:** Goal Setting (OKRs).

- **Q2:** Mid-year Course Correction.
- **Q3:** Peer 360-Degree Feedback.
- **Q4:** Final Evaluation and Compensation Adjustment.

6.2 Performance Improvement Plan (PIP)

An employee receiving a score below **2.5/5.0** in a QS cycle is placed on a **60-day PIP**. Failure to meet 80% of PIP objectives results in immediate termination.

7. Legal & Compliance

7.1 Intellectual Property (IP)

All work product created using GNC resources or during business hours is the sole property of GNC under the **"Work for Hire" doctrine**. Employees must sign the **Proprietary Information and Inventions Agreement (PIIA)** upon onboarding.

7.2 Non-Solicitation

For a period of **12 months** following departure, former employees may not solicit GNC clients or recruit GNC employees for competing ventures.

8. Emergency & Safety Protocols

8.1 Incident Reporting

Any workplace injury must be reported to HR and the Safety Officer within **4 hours** of occurrence, regardless of severity.

8.2 Business Continuity

In the event of a "Level 4 Disruption" (e.g., natural disaster, cyber-attack), the **Emergency Response Team (ERT)** will activate the secondary data center in **Region-B (Dublin)**. All employees are expected to check in via the **GNC Alert App**.

9. Learning & Development (L&D)

9.1 Tuition Reimbursement

GNC offers up to **$5,250 per year** for accredited degree programs related to the employee's current or future role. A minimum grade of "B" or equivalent is required for reimbursement.

9.2 Certification Bonus

Employees who obtain approved industry certifications (e.g., AWS Solutions Architect, PMP, CPA) are eligible for a one-time "Knowledge Bonus" of **$1,000**.

---

10. Termination & Offboarding

10.1 Notice Periods

- **Staff Level:** 2 weeks.
- **Manager/Director Level:** 4 weeks.
- **Executive Level:** 90 days.

10.2 Equipment Return

All company hardware (laptops, monitors, badges) must be returned within **3 business days** of the final employment date. Failure to return hardware will result in a deduction from the final paycheck, subject to local labor laws.

To further enhance your RAG evaluation dataset, I have generated five additional pages of highly specific, technical, and operational data. This "Volume II" includes structured tables, complex logic, and edge cases designed to test a model's ability to handle multi-hop reasoning and nuanced retrieval.

---

11. Global Tax & Entity Compliance

11.1 Regional Entity Codes

For all financial reporting and inter-company transfers, the following entity codes must be utilized:

- **GNC-NAM: North America (HQ: Delaware, USA)**
- **GNC-EMEA: Europe, Middle East, Africa (HQ: Amsterdam, NL)**
- **GNC-APAC: Asia-Pacific (HQ: Singapore)**
- **GNC-LATAM: Latin America (HQ: São Paulo, BR)**

11.2 Value Added Tax (VAT) & GST Handling

Employees purchasing software licenses or digital services in the EMEA region must provide the GNC-EMEA VAT ID (NL88234410B01) at checkout to avoid internal reconciliation penalties. Failure to provide this ID results in a 5% administrative fee deducted from the department's "Discretionary" budget.

---

12. Information Security & Cyber Hygiene

12.1 System Access Levels (RBAC)

GNC utilizes a Role-Based Access Control (RBAC) system defined by the following permission matrix:

Role Level	Data Access	Tooling Access	Authorization Power
L1 (Associate)	Read-only (Team)	Standard Productivity	None
L2 (Senior)	Read/Write (Dept)	Departmental Admin	Project Approval < $5k
L3 (Director)	Read/Write (Cross-Dept)	Full Suite Access	Budget Approval < $50k
L4 (System Admin)	Full Root Access	Infrastructure Tools	Global Config Changes

12.2 Incident Response Classification

Security breaches are classified by the SOC (Security Operations Center) using the "Severity-Impact" (SI) scale:

- **SI-1 (Critical): Unauthorized access to "Restricted" data. Response time: < 15 minutes.**
- **SI-2 (High): Malware detected on corporate hardware. Response time: < 2 hours.**
- **SI-3 (Moderate): Policy violation (e.g., sharing passwords). Response time: < 24 hours.**

13. Procurement & Vendor Management

13.1 Preferred Vendor List (PVL)

Only vendors on the PVL may be used for recurring services.

1. **Cloud Services: Amazon Web Services (AWS), Google Cloud Platform (GCP).**
2. **Hardware: Dell (Laptops/Workstations), Cisco (Networking).**

3. Logistics: FedEx (International), UPS (Domestic).
4. Office Supplies: Staples Advantage.

13.2 Vendor Risk Assessment (VRA)

Any new vendor handling "Confidential" or "Restricted" data must undergo a VRA. This process takes 14 business days and involves a 50-point security questionnaire. Vendors must maintain a minimum "CyberScore" of 75/100 to remain active.

---

14. Facilities & Physical Security

14.1 Badge Access Protocols

Badges are color-coded based on security clearance:

- **Blue: General Staff (Standard Office Areas).**
- **Green: Visitors (Must be escorted at all times).**
- **Red: Data Center & Server Room Access (Restricted to L4 employees).**
- **Gold: Executive Suite & Boardroom.**

14.2 Visitor Policy

All visitors must be registered in the Envoy Guest System 24 hours in advance. Visitors are limited to a maximum of 8 hours on-site per 24-hour period. Overnight stays in corporate facilities are strictly prohibited and result in immediate revocation of the host's badge privileges.

---

15. Research & Development (R&D) Credits

15.1 Project Eligibility

To qualify for Internal R&D Tax Credits, project leads must document:

1. **Technical Uncertainty:** What specific technical hurdle is being solved?
2. **Experimentation Process:** Detailed logs of A/B testing or prototype iterations.
3. **Qualified Time:** Percentage of engineer hours dedicated specifically to the "innovation phase" versus "maintenance phase."

15.2 Patent Filing Bonus

GNC encourages innovation through the Patent Incentive Program:

- **Initial Disclosure:** $500 bonus upon acceptance of the Internal Invention Disclosure.
- **USPTO Filing:** $2,500 bonus once the patent application is officially filed.
- **Patent Grant:** $5,000 bonus and a "Global Innovator" plaque.

16. Employee Referral Program (ERP)

16.1 Referral Payouts

GNC rewards employees who help grow the team. Bonuses are paid in two installments (50% at 3 months, 50% at 6 months):

- **Standard Roles: $2,000.**
- **Niche/Technical Roles (e.g., AI Engineer, Cybersecurity): $5,000.**
- **Executive Roles: $10,000.**

16.2 Eligibility Exclusions

Employees in the HR department or at the VP level and above are ineligible for referral bonuses. Referrals for former GNC employees (re-hires) are also ineligible for the ERP bonus.

17. Corporate Social Responsibility (CSR)

17.1 Volunteer Time Off (VTO)

GNC provides 16 hours of VTO per calendar year. This time does not count against the Annual Leave balance. VTO must be used for organizations registered as 501(c)(3) (US) or equivalent NGOs internationally.

17.2 Matching Gifts

GNC matches employee donations to approved charities dollar-for-dollar up to $1,000 per employee per year. Requests for matching must be submitted via the Benevity Portal by December 15th.

Technical Appendix: Data Dictionary for RAG

- **"Discretionary Budget": Unallocated funds within a department, usually 5% of the total budget.**
- **"CyberScore": A proprietary metric calculated by the GNC Security Team.**
- **"The Hub": The internal company intranet where all policies are hosted.**