

# **GlobalTech Inc. Official Employee Handbook**

## **1. Hybrid Work**

3 days remote, 2 days in-office (Tue/Wed). Core hours 10AM-4PM. Flexible start 7AM-10AM.

## **2. Leaves**

20 days Annual Leave. 10 days Sick Leave. 16 weeks Maternity, 4 weeks Paternity.

## **3. Equipment**

Company MacBooks provided. \$50/month Wi-Fi stipend. Repairs handled by IT only. VPN required.

## **4. Health**

Dental/Vision included. Mental health support via 'GlobalMind' app. Private gym access in basement.

## **5. Dress Code**

Smart Casual. Casual Fridays (jeans allowed). No flip-flops.

## **6. Conduct**

Zero tolerance for harassment. 30-day notice for resignation. 3-month probation period.

## **7. Education**

GlobalTech reimburses up to \$2,000 per year for job-related certifications.