

GlobalTech Enterprise Operations & Employee Policy

Section 1: Time Off and Leave Administration

- Annual Leave Entitlement: GlobalTech provides paid annual leave based on tenure. Employees with 0-36 months of service accrue 15 days per annum. Employees with 37+ months of service accrue 20 days per annum.
- Sick Leave and Vacation Overlap: If an employee becomes incapacitated due to illness or injury while on a scheduled annual leave, the period of illness may be reclassified as Sick Leave. To qualify, a formal medical certificate must be uploaded to the HRIS system within 48 hours of the employee's return to duty.
- Bereavement Leave: Employees are entitled to 3 days of paid leave for the loss of an immediate family member.

Section 2: Professional Conduct and Legal

- At-Will Employment Status: GlobalTech is an at-will employer. This means either the employee or the company may terminate the relationship at any time, for any reason, with or without cause.
- Notice of Resignation: Employees in their 90-day Probationary Period are required to give 1 week of notice. All other permanent staff are required to give a minimum of 4 weeks notice.

Section 3: Remote Work & Employee Wellbeing

- Core Collaboration Hours: All staff are required to be available and reachable during the core window of 10:00 AM to 3:00 PM EST.
- Employee Assistance Program (EAP): GlobalTech partners with MindCare Health to provide 5 free professional counseling sessions per calendar year for all staff.

Section 4: Operational Procedures

- Payroll Information Updates: To modify address or tax details, navigate to the GlobalTech Employee Portal > Settings > Payroll & Taxes and select 'Update Personal Information'.
- Workplace Incident Reporting: 1. Secure the area. 2. Notify Supervisor within 1 hour. 3. Submit a digital Incident Report via the intranet within 24 hours.

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- Talent Referral Program: Referring candidates for Senior roles earns a \$1,500 bonus, payable after the new hire completes 180 days of service.