

# **Quadratic Games Employee Handbook**

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# Welcome Letter from the CEO

Dear Team,

I am delighted to welcome you to the Quadratic Games family, where creativity, innovation, and a passion for gaming are at the heart of everything we do. As the CEO of Quadratic Games, it is my privilege to greet you and express my gratitude for joining our dynamic team.

At Quadratic Games, we are dedicated to crafting immersive and entertaining gaming experiences that captivate players worldwide. Our mission is to push the boundaries of creativity, technology, and storytelling in the world of game development. We envision a future where our games not only entertain but also inspire and connect people from all walks of life.

Our values, including creativity, integrity, teamwork, and a deep love for gaming, guide us in our daily work and interactions. Together, we will collaborate, innovate, and create games that leave a lasting impact on our players.

This Employee Handbook serves as a valuable resource that outlines our company policies, expectations, and the framework within which we operate. It's designed to provide you with the information you need to thrive in your role and contribute to our shared success.

I encourage you to familiarize yourself with the contents of this handbook, and if you have any questions or need clarification on any policies or procedures, please don't hesitate to reach out to our Human Resources team.

Quadratic Games is more than just a company; it's a community of talented individuals working together to achieve greatness. I have no doubt that your unique skills and perspectives will enrich our company culture and contribute to our ongoing success.

Once again, welcome to Quadratic Games. I look forward to embarking on this exciting journey with you and witnessing the incredible games we will create together.

Warm regards,

A handwritten signature in black ink, appearing to read 'S Reynolds', with a stylized, flowing script.

**Samantha Reynolds**  
CEO, Quadratic Games

# Purpose of the Employee Handbook

Welcome to the Quadratic Games Employee Handbook, your comprehensive guide to understanding our company, its policies, and the expectations we have for all team members. This handbook is hosted within our internal **Notion** teamspace, providing you with easy access to the information you need for a successful and fulfilling career at Quadratic Games.

The primary objectives of this handbook are:

- To familiarize you with our company's mission, vision, and core values.
- To communicate our standards for behavior, conduct, and performance.
- To clarify company policies, procedures, and employee benefits.
- To promote a harmonious and inclusive work environment.
- To ensure compliance with applicable laws and regulations.

## DISCLAIMER

*It's important to note that the Quadratic Games Employee Handbook is a dynamic document, subject to change as our company grows and evolves. Our commitment to maintaining an up-to-date and accurate handbook means that policies, practices, and legal requirements may be updated over time.*

*As a member of our team, you are responsible for staying informed about any changes that may impact your employment or working conditions. We will communicate updates to this handbook through official company channels and notifications within our **Notion** teamspace.*

*Please remember that the contents of this handbook are not a binding contract of employment. Employment at Quadratic Games remains at-will, as outlined in the "Employment Relationship" section later in this handbook.*

## NAVIGATING NOTION

Our Employee Handbook, as well as many other important company resources, are hosted on our internal Notion teamspace. If you are new to Notion or would like to learn more about using it effectively, we encourage you to explore the following resources:

[Notion Getting Started Guide](#): This guide provides an overview of Notion's key features and how to get started with using the platform.

[Quadratic Games Notion Tutorial](#): We have created a specific tutorial to help you navigate our internal Notion space efficiently. It covers locating documents, collaborating with colleagues, and utilizing the search function effectively.

[Notion Help Center](#): The official Notion Help Center is a valuable resource for in-depth guides, troubleshooting, and answers to common questions.

Thank you for taking the time to read and understand the Quadratic Games Employee Handbook. Your commitment to following our policies and guidelines plays a significant role in creating a productive, safe, and inclusive workplace for all Quadratic Games employees.

If you have any questions or require clarification on any of the handbook's contents or using Notion, please don't hesitate to reach out to our Human Resources team.

# Mission, Vision, and Core Values

## MISSION STATEMENT

Our mission at Quadratic Games is to revolutionize the gaming industry by developing immersive, innovative, and intellectually stimulating video games. We strive to create worlds that captivate our players, offering them both entertainment and meaningful experiences. Our commitment to excellence drives us to push the boundaries of creativity and technology, ensuring that every game we create is not just a product but a journey that enriches the lives of our gaming community.

Our motto is, **"Innovate, Inspire, Connect: Crafting Worlds Beyond Imagination."**

This motto highlights three fundamental aspects of Quadratic Games' ethos:

1. **Innovate:** Emphasizing the company's dedication to creativity and technological advancement in game development.
2. **Inspire:** Reflecting the aim to create games that not only entertain but also enrich and motivate the gaming community.
3. **Connect:** Acknowledging the importance of building strong relationships within the team and with the broader community of players and enthusiasts.

## VISION STATEMENT

Our vision is to be a global leader in the gaming industry, renowned for our groundbreaking titles, cutting-edge technology, and storytelling prowess. We aim to set new standards for interactive entertainment and be at the forefront of gaming innovation. By fostering a culture of collaboration, diversity, and continuous learning, we envision building a legacy that influences future generations of gamers and developers alike, leaving an indelible mark on the digital entertainment landscape.

## CORE VALUES

1. **Innovation and Creativity:** We believe in thinking outside the box, embracing original ideas, and continuously exploring new technologies to elevate gaming experiences.
2. **Quality and Excellence:** Every game we develop is a testament to our dedication to quality. We are committed to meticulous craftsmanship, attention to detail, and delivering unparalleled gaming experiences.
3. **Integrity and Respect:** We uphold the highest ethical standards in our business practices and treat our colleagues, partners, and gaming community with utmost respect and fairness.
4. **Teamwork and Collaboration:** Our strength lies in our team. We foster a collaborative environment where diverse perspectives are valued, and everyone's contributions are recognized.
5. **Passion for Gaming:** Our love for gaming is at the heart of everything we do. We are gamers at our core, dedicated to creating the games we would love to play ourselves.
6. **Community Engagement:** We actively engage with our players and value their feedback, building not just games but also a vibrant, inclusive gaming community.
7. **Continuous Learning and Improvement:** We are committed to constant growth, learning from our successes and failures, and staying agile in a fast-evolving industry.

# Company Culture and Work Environment

## DIVERSITY AND INCLUSION

Quadratic Games is committed to fostering a diverse and inclusive workplace where all employees feel valued, respected, and integrated into our company culture. We believe that a diverse team enriches our creativity, perspective, and problem-solving abilities, ultimately leading to superior game development.

### Specific Initiatives

1. **Diversity Hiring Practices:** Implement unbiased recruitment procedures, actively seeking candidates from diverse backgrounds.
2. **Inclusive Training Programs:** Regular training sessions on topics such as cultural awareness, unconscious bias, and inclusive communication.
3. **Employee Resource Groups (ERGs):** Support and fund ERGs to provide a supportive network for employees from various backgrounds, including LGBTQ+, women in tech, and ethnic minorities.
4. **Diversity Metrics and Reporting:** Track and report on diversity metrics regularly to ensure continuous improvement.

## WORK-LIFE BALANCE

At Quadratic Games, we recognize the importance of balancing professional commitments with personal life. We are committed to offering flexible working arrangements and support systems to help our employees maintain a healthy work-life balance.

### Specific Initiatives

1. **Flexible Work Hours and Remote Work Options:** Allow for flexible scheduling and the option to work remotely, where feasible.
2. **Paid Time Off (PTO) Policy:** Generous PTO policy including vacation, sick leave, and personal days.
3. **Family-Friendly Policies:** Parental leave, childcare assistance, and support for family emergencies.
4. **Wellness Programs:** Access to mental health resources, gym memberships, and wellness days.

## TEAM COLLABORATION AND COMMUNICATION

Effective collaboration and communication are the cornerstones of our success at Quadratic Games. We encourage open, honest, and constructive dialogue within and across teams to foster a collaborative work environment.



## Specific Initiatives

1. **Regular Team Meetings and Check-Ins:** Scheduled team meetings and informal check-ins to facilitate project updates and team bonding.
2. **Collaborative Tools and Platforms:** Use of collaborative software (Slack, Notion, and email) for efficient project management and communication.
3. **Cross-Departmental Projects:** Opportunities for employees to work on projects with other departments to broaden perspectives and skillsets.
4. **Feedback Culture:** Encourage continuous feedback through peer reviews, team retrospectives, and open forums.

## OPEN DOOR POLICY AND FEEDBACK MECHANISMS

Quadratic Games maintains an open-door policy, ensuring that all employees feel comfortable sharing their thoughts, suggestions, and concerns with management and HR at any time.

## Specific Initiatives

1. **Accessibility to Leadership:** Regular office hours where employees can meet with executives and managers without prior appointments.
2. **Employee Surveys and Suggestion Boxes:** Anonymous Slack channels for employees to provide feedback and suggestions for improvements.
3. **Regular Performance Reviews:** Structured performance review process that includes self-assessment, manager feedback, and career development planning.
4. **Grievance Redressal Mechanism:** Clear procedures for addressing grievances, ensuring confidentiality and prompt resolution.

## PERKS!

At Quadratic Games, we believe in not only investing in our games but also in our people. That's why we offer a range of benefits and perks to ensure our team members are happy, healthy, and engaged. Here's a snapshot of what you can enjoy as a part of our team:

- **Health and Wellness:** Comprehensive health insurance, including dental and vision, gym membership reimbursements, and on-site fitness classes.
- **Professional Development:** Annual budget for conferences, courses, and training programs.
- **Retirement Plans:** 401(k) plan with company matching.
- **Game and Entertainment Perks:** Free copies of games developed by Quadratic Games, game nights, and company outings.
- **Transport and Commuting:** Transit subsidies and bike-to-work facilities.

- **Flexible Working:** Remote work options and flexible working hours to accommodate different needs.
- **Family-Friendly Policies:** On-site childcare services and family days.
- **Relaxation Areas:** Game rooms, lounges, and relaxation zones available in the office.
- **Employee Discounts:** Discounts on various products and services.
- **Community and Volunteering:** Paid time off for volunteering and company-organized community events.

# Compensation and Benefits

## SALARY STRUCTURE AND PAYMENT SCHEDULES

- **Entry-Level Positions:** Base salary ranges from \$50,000 to \$70,000 annually, depending on the role and experience.
- **Mid-Level Positions:** Base salary ranges from \$71,000 to \$120,000 annually.
- **Senior-Level Positions:** Base salary ranges from \$121,000 to \$180,000 annually.
- **Payment Schedules:** Salaries are paid bi-monthly on the 1st and 15th of each month.
- **Overtime Pay:** Eligible employees will be compensated for overtime work in accordance with state and federal laws.

## PERFORMANCE REVIEWS AND SALARY ADJUSTMENTS

- **Annual Performance Reviews:** Conducted every year to assess employee performance, goals, and development needs.
- **Salary Adjustments:** Based on performance review outcomes, salary increases typically range from 3% to 7%.
- **Promotions:** Consideration for promotion based on performance, skill development, and company needs.

## BONUS AND INCENTIVE PLANS

- **Annual Bonus:** Up to 10% of the annual salary based on company and individual performance.
- **Project Completion Bonuses:** Additional bonuses for successful completion of key projects or milestones.
- **Referral Bonuses:** Employees receive a bonus for referring a candidate who is hired and completes their probationary period.

## HEALTH INSURANCE AND RETIREMENT PLANS

- **Health Insurance:** Comprehensive health, dental, and vision plans. Quadratic Games covers 80% of the premium for employees and 50% for dependents.
- **Retirement Plan:** 401(k) plan with a 5% company match.
- **Life Insurance:** Company-provided life insurance policy worth twice the annual salary.

## **TIME OFF POLICIES (VACATION, SICK LEAVE, PUBLIC HOLIDAYS)**

- **Vacation:** 20 days of paid vacation annually.
- **Sick Leave:** 10 paid sick days annually.
- **Public Holidays:** 10 federal holidays observed.
- **Paid Time Off (PTO):** An additional 5 days of personal PTO.

## **EMPLOYEE ASSISTANCE PROGRAMS**

- **Mental Health Support:** Confidential counseling services available for employees and their families.
- **Financial Advising:** Access to financial planning and advice services.
- **Legal Assistance:** Free legal consultation for personal matters.
- **Work-Life Balance Programs:** Resources and support for child care, elder care, and other personal responsibilities.

# Work Hours, Attendance, and Punctuality

At Quadratic Games, we recognize that a well-organized work schedule is crucial for maintaining a productive and harmonious workplace. Our policies on work hours, attendance, and punctuality are designed to support the well-being of our team while ensuring that the company's operational needs are met.

We strive to provide flexibility to accommodate the diverse needs of our employees, while also emphasizing the importance of reliability and consistency in attendance. These policies are outlined below, reflecting our commitment to a balanced and respectful working environment.

## STANDARD WORK HOURS

- **Typical Schedule:** Quadratic Games operates on a standard work schedule of 9:00 AM to 5:00 PM, Monday through Friday.
- **Core Hours:** Employees are expected to be available during core hours from 10:00 AM to 4:00 PM.

## FLEXTIME AND REMOTE WORK OPTIONS

- **Flextime Policy:** Employees may adjust their start and end times (e.g., 8:00 AM to 4:00 PM or 10:00 AM to 6:00 PM) as long as they are present during core hours and complete a total of 8 hours per day.
- **Remote Work:** Eligible employees may work remotely up to 2 days per week, subject to prior approval from their supervisor. This policy aims to support work-life balance while maintaining productivity and team collaboration.

## TIMEKEEPING PROCEDURES

- **Time Tracking:** Employees are required to log their working hours using the company's digital time-tracking system. This includes clocking in and out at the beginning and end of the day, as well as for lunch breaks.
- **Overtime Approval:** Any overtime work must be pre-approved by the supervisor. Unauthorized overtime may result in disciplinary action.

## ABSENCE AND TARDINESS POLICIES

- **Notification of Absence:** In case of absence, employees must notify their supervisor as early as possible, preferably at least one hour before their scheduled start time.
- **Medical Leave or Extended Absence:** For absences longer than two consecutive days due to illness, a doctor's note may be required.
- **Tardiness:** Employees are expected to be on time. If an employee is going to be late, they should inform their supervisor as soon as possible. Frequent tardiness may lead to disciplinary actions.

- **Unscheduled Absences:** Repeated unscheduled absences without a valid reason may result in disciplinary action, up to and including termination of employment.

## EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

We uphold high standards of professional conduct to maintain a respectful, secure, and efficient work environment. Our policies regarding employee conduct and disciplinary action are designed to guide our staff in making ethical decisions and understanding the consequences of policy violations. Below are key areas of our conduct policy, along with examples of potential violations.

### Code of Conduct

- **Respect in the Workplace:** Employees must treat colleagues with respect and professionalism.
  - *Violation Example:* Engaging in harassment, bullying, or discriminatory behavior.
- **Integrity and Honesty:** All business dealings must be carried out honestly and with integrity.
  - *Violation Example:* Falsifying work hours or expense reports.

### Conflict of Interest Policy

- Employees must avoid situations where their personal interests conflict with those of the company.
  - *Violation Example:* Participating in decision-making that benefits a family member's business.

### Confidentiality and Data Protection

- Employees must safeguard confidential and sensitive information.
  - *Violation Example:* Sharing proprietary game designs or client data with unauthorized parties.

### Disciplinary Procedures

- Disciplinary actions are taken based on the severity and frequency of the violation.
  - *Minor Violation:* Verbal warning followed by a written warning.
  - *Major Violation:* Suspension or immediate termination, depending on the circumstances.

# Health and Safety

Ensuring the health and safety of our employees is a top priority. Our comprehensive health and safety policies are designed to create a secure and healthy work environment. Below are the key components of our health and safety program, complete with specific policies and actionable steps.

## WORKPLACE SAFETY POLICIES

- **Ergonomic Workstations:** All workstations are to be ergonomically designed to prevent strain or injury.
  - *Action:* Regular assessments and adjustments to workstations as needed.
- **Fire and Electrical Safety:** Strict adherence to fire safety and electrical safety regulations is mandatory.
  - *Action:* Regular safety audits and employee training on handling electrical equipment.

## EMERGENCY PROCEDURES

- **Fire Evacuation Plan:** Clearly marked exits and evacuation routes, with regular fire drills.
  - *Procedure:* In case of fire, employees should follow the posted evacuation plan and meet at designated assembly points.
- **Medical Emergencies:** Procedures for handling medical emergencies, including on-site first aid kits and emergency contacts.
  - *Procedure:* In case of a medical emergency, employees should immediately notify the designated first responder or dial emergency services.

## HEALTH AND WELLNESS PROGRAMS

- **Employee Assistance Program (EAP):** Confidential counseling services for mental health, stress management, and personal issues.
  - *Action:* Employees can access EAP services via phone or online portal, available 24/7.
- **Fitness and Wellness Initiatives:** Subsidized gym memberships, on-site yoga classes, and wellness workshops.
  - *Action:* Regularly scheduled wellness activities and subsidized memberships to encourage participation.

## REPORTING ACCIDENTS AND SAFETY CONCERNS

- **Accident Reporting Protocol:** Immediate reporting of workplace accidents or injuries to a supervisor or the HR department.
  - *Procedure:* Fill out an accident report form detailing the incident and any immediate action taken.
- **Safety Concerns:** Encouragement for employees to report potential safety hazards or concerns without fear of reprisal.
  - *Procedure:* Safety concerns should be reported to a supervisor or through an anonymous reporting system.



# Professional Development and Training

We are deeply committed to your continuous professional growth and development. Our comprehensive training and development programs are tailored to foster career advancement and personal enrichment. Here are the specific initiatives under this section:

## TRAINING OPPORTUNITIES

1. **"Level Up" Leadership Program:** A leadership development program for mid-level managers focusing on leadership skills, team management, and strategic planning. This program includes quarterly (paid) workshops and guest lectures from industry leaders.
2. **"Tech Horizon" Technical Skill Enhancement:** Regular peer-led training sessions on the latest technologies and tools in game development. These monthly workshops are on topics like advanced coding, game design, AI integration, etc.

## CAREER PATH PLANNING

**"Career Quest" Mapping Sessions:** Individual career planning sessions with HR to discuss and map out potential career paths within the company. These are annual sessions with follow-up meetings every six months to assess progress and update career plans.

## MENTORSHIP AND COACHING PROGRAMS

**"Guiding Stars" Mentorship Program:** Pairing new employees with experienced mentors within the company to guide their professional development. Mentors and mentees meet weekly for discussions, goal setting, and feedback.

## EDUCATIONAL ASSISTANCE

1. **"Knowledge Power" Tuition Reimbursement Program:** Financial assistance for courses or degrees relevant to the employee's current or potential future roles at Quadratic Games.
  - *Detail:* Up to \$5,000 per year for approved educational programs, with full or partial reimbursement based on grade or completion.
2. **"Skill Spark" Online Course Subscriptions:** We offer free access to online learning platforms Udemy, LinkedIn Learning, and SkillShare to all employees. Employees can enroll in an unlimited number of courses each year, with the cost covered by the company.

# Technology Use and Security

At Quadratic Games, the responsible and secure use of technology is critical for maintaining the integrity and efficiency of our operations. Our policies are designed to safeguard our digital assets, protect sensitive information, and ensure that technology is used appropriately and ethically by all employees.

## ACCEPTABLE USE POLICY FOR TECHNOLOGY

This policy outlines the standards for using company-provided technology and devices. It's essential to ensure that these resources are used primarily for business purposes and in a manner that reflects the company's values and legal obligations.

- **Permissible Use:** Utilizing company equipment and software for work-related activities and professional development.
  - *Violation Example:* Using company devices for illegal activities or unauthorized software installation.
- **Personal Use:** Limited personal use is acceptable, provided it does not interfere with job performance or violate company policies.
  - *Violation Example:* Extensive personal use during work hours.

## CYBERSECURITY PROTOCOLS

Cybersecurity protocols are critical for protecting the company against digital threats and securing sensitive information. These measures include password policies, data encryption, and secure data handling practices.

- **Password Management:** Implementation of strong, unique passwords for all systems and routine changes to enhance security.
  - *Violation Example:* Sharing passwords or using weak passwords.
- **Data Security:** Ensuring the confidentiality and integrity of sensitive data, including adhering to data encryption and secure data transfer protocols.
  - *Violation Example:* Transferring confidential data over unsecured networks.

## SOCIAL MEDIA GUIDELINES

These guidelines are in place to govern the use of social media, ensuring that employees' online presence does not negatively impact the company's reputation and adheres to confidentiality standards.

- **Professional Representation:** Employees must maintain professionalism when using social media, especially when representing the company.
  - *Violation Example:* Making negative comments about the company or stakeholders.
- **Confidentiality:** Employees should not disclose proprietary or sensitive business information.
  - *Violation Example:* Revealing unannounced projects or confidential company strategies.

## INTELLECTUAL PROPERTY RIGHTS

This policy emphasizes the importance of respecting intellectual property laws and outlines the ownership of creative work produced by employees. It protects the company's innovations and ensures compliance with legal standards.

- **Respect for IP:** Adhering to laws and regulations regarding the use and creation of intellectual property.
  - *Violation Example:* Utilizing unauthorized copyrighted materials.
- **Creation and Use of Company IP:** Clarifying that any intellectual property created by employees during their employment is owned by Quadratic Games.
  - *Violation Example:* An employee using company-created assets for personal projects without authorization.

# Employee Separation

Employee separation at Quadratic Games is handled with the utmost professionalism and respect, recognizing the impact of these transitions on both the company and the individual. Our policies are structured to ensure a smooth and fair process, whether the separation is due to resignation, termination, or redundancy.

## RESIGNATION PROCEDURES

- **Standard Notice:** Employees are typically required to provide two weeks' notice in writing for resignations.
- **Immediate Resignation:** In cases where an employee resigns immediately, the company will expedite the transition process. Immediate resignation may affect certain post-employment benefits. Exceptions for personal emergencies are considered on a case-by-case basis.
- **Final Pay:** Resigning employees will receive their earned salary up to the last working day and payment for accrued unused vacation days, as per company policy.

## TERMINATION POLICIES

- **Performance-Based Termination:** Employees facing performance-related termination will have received prior written warnings. Final termination decisions are made 30 days post the last warning.
- **Conduct-Based Termination:** Instances of serious misconduct may lead to immediate termination. This may limit the payout to only the earned salary.
- **Redundancy:** In case of redundancy, employees are notified 30 days in advance and may receive a severance package based on tenure and position.
- **Final Pay:** Terminated employees will receive their earned salary up to their last working day, with additional benefits determined based on the nature of termination.

## EXIT INTERVIEWS

- **Encouraged but Not Mandatory:** While encouraged, exit interviews are not mandatory. They can be conducted face-to-face, or alternatively through a written questionnaire or online survey.
- **Purpose:** To gain valuable feedback for company improvement and facilitate a constructive end to the employment relationship.

## RETURN OF COMPANY PROPERTY

- **Immediate Return:** Employees are expected to return all company property, such as ID badges, equipment, and documents, by their last working day.
- **Checklist and Procedure:** A checklist will be provided to ensure all items are accounted for. Access to company systems and facilities will be revoked on the final work day.

# Acknowledgment of Receipt and Understanding

To ensure clear communication and mutual understanding of the policies and expectations at Quadratic Games, we require all employees to acknowledge that they have received, read, and understood the contents of the Employee Handbook. This acknowledgment is crucial as it confirms that employees are aware of the company policies and their responsibilities.

## EMPLOYEE ACKNOWLEDGMENT FORM

Employee Name:

---

Position:

---

Date:

---

## ACKNOWLEDGMENT STATEMENT

I, [Employee Name], hereby acknowledge that I have received and read the Quadratic Games Employee Handbook. I understand the policies, procedures, expectations, and responsibilities outlined in the handbook. I am aware that this handbook is not a contract of employment and should not be deemed as such. I also understand that the policies and procedures contained in this handbook are subject to change at the company's discretion.

I agree to adhere to the guidelines and policies set forth in the handbook during my employment with Quadratic Games. I acknowledge that it is my responsibility to seek clarification on any policy or procedure that I do not fully understand.

I understand that failure to adhere to these policies and guidelines may result in disciplinary action, up to and including termination of employment. By signing this form, I signify my understanding and acceptance of the terms and conditions outlined in the Employee Handbook."

Signature:

---

## RETURN PROCEDURE

Please sign and date this acknowledgment form and return it to the Human Resources Department within one week of receipt. Keeping this acknowledgment on file ensures that we have a mutual understanding of workplace expectations and policies.

# Glossary of Terms

The following glossary provides definitions for common terms used throughout the Quadratic Games Employee Handbook. This is to ensure clarity and mutual understanding among all employees regarding the language used in our policies and procedures.

1. **401(k) Plan:** A retirement savings plan sponsored by the employer allowing employees to save and invest a portion of their paycheck before taxes are taken out.
2. **Accrued Vacation:** Vacation time that an employee has earned but has not yet used.
3. **Bi-Monthly Pay:** Salary payment system where employees receive their wages twice a month, often on the 1st and 15th.
4. **Code of Conduct:** A set of rules outlining the social norms, ethical standards, and responsibilities of an individual or organization.
5. **Confidentiality:** The obligation to safeguard sensitive information from unauthorized access or disclosure.
6. **ERG (Employee Resource Group):** Employee-led groups that foster a diverse, inclusive workplace aligned with the organizational mission, values, and goals.
7. **Exit Interview:** A meeting with an employee who is leaving the company to discuss their reasons for leaving and their experience working for the organization.
8. **Flextime:** A flexible work schedule that allows employees to vary their arrival and departure times.
9. **Grievance:** A formal complaint raised by an employee about workplace issues.
10. **Intellectual Property:** Creations of the mind, such as inventions; literary and artistic works; designs; symbols, names, and images used in commerce.
11. **Overtime:** Time worked beyond the standard work hours, often subject to additional pay.
12. **PTO (Paid Time Off):** Time during which an employee is paid but is not working, including vacation days, holidays, sick leave, and personal time.
13. **Redundancy:** The situation in which an employee's position is no longer necessary, often leading to termination of employment.
14. **Remote Work:** Work arrangement in which an employee works outside of the traditional office environment, such as from home.
15. **Severance Package:** Benefits offered by an employer to an employee upon termination of employment, often including additional compensation.
16. **Subsidy:** Financial assistance provided by the employer, such as for transit or childcare.

17. **Termination:** The end of an employee's duration with an employer, either due to resignation, dismissal, or redundancy.
18. **Work-Life Balance:** The equilibrium between one's professional responsibilities and personal life.