

# **Employee Handbook 2024**

## **Welcome to Our Company**

This handbook provides essential information about company policies, procedures, and benefits. All employees are expected to read and comply with the policies outlined in this document.

## **Code of Conduct**

### **Professional Behavior**

All employees must maintain professional conduct in the workplace:

- Treat colleagues with respect and courtesy
- Maintain confidentiality of sensitive information
- Avoid conflicts of interest
- Report ethical concerns to HR or management

### **Dress Code**

We maintain a business casual dress code:

- Monday-Thursday: Business casual attire
- Friday: Smart casual (no shorts or flip-flops)
- Client-facing roles: Business professional when meeting clients

## **Working Hours and Attendance**

### **Standard Hours**

- Full-time employees: 40 hours per week
- Core hours: 9:00 AM - 4:00 PM
- Flexible start times: 7:00 AM - 10:00 AM

### **Remote Work Policy**

Eligible employees may work remotely up to 2 days per week with manager approval. Remote work arrangements must be documented and reviewed quarterly.

### **Attendance**

- Notify your manager if you will be late or absent
- Use the company portal to log time off
- Excessive unexcused absences may result in disciplinary action

## **Compensation and Benefits**

### **Payroll**

- Employees are paid bi-weekly on Fridays
- Direct deposit is required for all employees

- Pay stubs are available through the employee portal

### **Health Insurance**

The company offers comprehensive health benefits: - Medical, dental, and vision coverage - Employee contribution: 20% of premium costs - Coverage begins on the first day of the month following 30 days of employment

### **Retirement Plan**

- 401(k) plan with company match
- Company matches 50% of contributions up to 6% of salary
- Immediate vesting for employee contributions
- 3-year graded vesting for employer match

### **Paid Time Off**

- Years 1-3: 15 days PTO per year
- Years 4-6: 20 days PTO per year
- Years 7+: 25 days PTO per year
- 10 paid company holidays

### **Professional Development**

The company supports employee growth through: - Annual training budget: \$1,500 per employee - Conference attendance (with approval) - Internal mentorship program - Tuition reimbursement up to \$5,000 per year

### **Performance Reviews**

- Annual performance reviews in Q1
- Mid-year check-ins in Q3
- 360-degree feedback process
- Performance-based bonus eligibility

### **Leave Policies**

#### **Sick Leave**

- Employees accrue 1 sick day per month (12 days annually)
- Unused sick days roll over up to 30 days maximum

#### **Parental Leave**

- Primary caregiver: 12 weeks paid leave
- Secondary caregiver: 4 weeks paid leave
- Must be employed for 12 months to qualify

## **Bereavement Leave**

- Immediate family: 5 days paid leave
- Extended family: 3 days paid leave

## **Technology and Security**

### **Company Equipment**

- Employees are responsible for company-issued devices
- Report lost or stolen equipment immediately
- Personal use of company equipment should be minimal

### **Data Security**

- Use strong passwords (minimum 12 characters)
- Enable two-factor authentication
- Do not share login credentials
- Report security incidents to IT immediately

### **Acceptable Use**

- Company systems are for business purposes
- Limited personal use is acceptable
- No illegal downloads or unauthorized software
- Email and internet use may be monitored

## **Workplace Safety**

- Report safety hazards immediately
- Follow emergency evacuation procedures
- First aid kits located on each floor
- Emergency contact: Security ext. 911

## **Equal Employment Opportunity**

We are committed to providing equal employment opportunities regardless of race, color, religion, sex, national origin, age, disability, or any other protected characteristic.

## **Anti-Harassment Policy**

The company maintains a zero-tolerance policy for harassment:

- Sexual harassment is strictly prohibited
- Report incidents to HR or use the anonymous hotline
- All complaints will be investigated promptly
- Retaliation against complainants is prohibited

## **Disciplinary Procedures**

Progressive discipline process: 1. Verbal warning 2. Written warning 3. Performance improvement plan 4. Suspension 5. Termination

Serious violations may result in immediate termination.

## **Separation from Employment**

### **Resignation**

- Provide 2 weeks written notice
- Complete exit interview with HR
- Return all company property

### **Termination**

- Final paycheck includes all accrued PTO
- COBRA benefits information provided
- Confidentiality obligations continue post-employment

## **Contact Information**

- HR Department: hr@company.com | ext. 2100
  - Benefits Questions: benefits@company.com | ext. 2150
  - IT Support: helpdesk@company.com | ext. 3000
  - Anonymous Ethics Hotline: 1-800-555-0199
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*This handbook is a summary of company policies and does not constitute an employment contract. The company reserves the right to modify policies at any time.*