

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

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.