

# NovaMind AI — Company Policies

Version 3.1 | Effective Date: January 1, 2025 | Reviewed by: People & Legal

## 1. Code of Conduct

All NovaMind AI employees, contractors, and partners are expected to uphold the highest standards of integrity, professionalism, and ethical behavior. Any action that compromises the trust of customers, colleagues, or stakeholders is grounds for immediate review and potential termination.

- Treat all individuals with respect regardless of role, background, or identity.
- Report conflicts of interest promptly to your direct manager and the Legal team.
- Never misrepresent NovaMind AI products, capabilities, or financials to any party.
- Zero tolerance for harassment, discrimination, or retaliation of any kind.

## 2. Acceptable Use of AI Systems

NovaMind AI develops powerful large language model (LLM) and multimodal AI systems. Employees must adhere to the following when using internal or external AI tools:

- Do not input confidential customer data into unapproved third-party AI tools.
- AI-generated outputs must be reviewed by a human before being shared externally.
- Internal AI tools are subject to the same data classification standards as other software.
- Employees must complete the mandatory "Responsible AI Use" training annually.

## 3. Data Privacy & Security

NovaMind AI complies with GDPR, CCPA, SOC 2 Type II, and ISO 27001 standards. All employees handling customer data must:

- Access only the minimum data necessary to perform their job functions.
- Never store sensitive data on personal devices or unauthorized cloud storage.
- Report any suspected data breach to security@novamind.ai within 1 hour of discovery.
- Complete annual cybersecurity awareness training.

## 4. Remote Work Policy

NovaMind AI operates a hybrid-first environment. Employees in engineering, research, and product roles may work remotely up to 4 days per week. The following rules apply:

- A VPN connection is mandatory when accessing internal systems outside the office.
- Employees must be reachable during their team's core hours (10 AM–3 PM local time).
- Home office equipment stipend: up to \$1,200 annually, pre-approved by Finance.
- International remote work requires prior approval from HR and Legal (tax/compliance review).

## 5. Intellectual Property

All work product, inventions, models, datasets, and code created in the course of employment at NovaMind AI are the exclusive property of NovaMind AI, Inc. Employees must sign an IP

Assignment Agreement upon joining. Open-source contributions are permitted with explicit written approval from the Legal team.

## **6. Performance & Feedback**

NovaMind AI uses a continuous feedback model supplemented by formal semi-annual reviews. Performance is evaluated across four dimensions: Impact, Collaboration, Growth, and Alignment with NovaMind's mission. Compensation adjustments tied to performance reviews occur in January and July each year.

## **7. Leave & Time Off**

- Unlimited PTO for full-time salaried employees (minimum 15 days encouraged).
- 12 weeks paid parental leave for all parents.
- 10 company holidays per year (US) plus a 1-week winter shutdown in late December.
- Sick leave: unlimited for documented illness.

## **8. Ethics & Responsible AI Governance**

NovaMind AI has a dedicated AI Ethics Board that reviews all model deployments for bias, fairness, and safety. Employees are encouraged to raise concerns via the internal Ethics Hotline ([ethics@novamind.ai](mailto:ethics@novamind.ai)). Retaliation against good-faith whistleblowers is strictly prohibited and subject to legal penalties.