



KARANTINA
HEWAN, IKAN, & TUMBUHAN
KEPULAUAN RIAU

Buku Saku Identifikasi OPTK Prioritas pada PSAT:

Panduan Praktis untuk Petugas
Karantina Tumbuhan di Wilayah
Kepulauan Riau



Tentang Buku Ini



Tujuan Buku Saku:

Buku saku ini dibuat untuk memudahkan petugas Karantina Tumbuhan, khususnya dalam mengenali dan menangani komoditas PSAT (Pangan Segar Asal Tumbuhan) yang sering dilalulintaskan di wilayah kerja BKHIT Kepulauan Riau.

Isi Buku Saku Ini

 Ringkasan singkat tentang apa itu PSAT dan OPTK

 Profil 5 komoditas PSAT utama: Apel, Pir, Bawang Putih, Bawang Bombay

 QR Code interaktif yang terhubung ke:

- Daftar resmi OPTK A1, A2, dan OPTK diatur berdasarkan Keputusan Kepala Badan Karantina

Why This Handbook Matters

- ◆ **Clarity** It ensures you are informed about your rights and responsibilities within the company.
- ◆ **Consistency** It provides a unified understanding of the company's policies and procedures.
- ◆ **Support** It is a valuable resource to help you navigate any questions or concerns during your employment.

This handbook is a living document and may be updated periodically to reflect changes in company policies, labor laws, or industry practices. Please ensure you are familiar with its contents, as it plays a key role in our shared success.

Important Note



While the Employee Handbook provides valuable information, it does not constitute a contractual agreement between the company and its employees. For further clarification or questions, you can always reach out to our Human Resources team.

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ST 12345**
Phone **+123-456-7890**
Email **hello@reallygreatsite.com**

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01

Welcome



1.1 History, Goals & Culture

Ingoode Company was founded in 2010 with the vision of creating innovative and sustainable solutions in the technology and services industry. Starting as a small team of passionate individuals, we have grown into a respected organization known for our dedication to excellence, commitment to customer satisfaction, and fostering innovation.

Over the years, we have achieved milestones such as launching cutting-edge products, expanding into international markets, and building long-term partnerships with our clients. These accomplishments are a testament to our strong foundation and the unwavering dedication of our team.

At Ingoude Company, we firmly believe that a culture of inclusivity, collaboration, and results-driven work is the key to success. We strive to create an environment where every employee feels valued, supported, and empowered to achieve their best. By celebrating diversity and encouraging creativity, we ensure that Ingoude Company remains a great place to work and thrive.

1.2 History, Goals & Culture

This Employee Handbook serves as a comprehensive guide to Ingoude Company's policies, procedures, and expectations. It is intended to:

- **Provide Clarity** Help employees understand their roles, responsibilities, and rights within the company.
- **Foster Transparency** Ensure that every team member is aware of company standards and practices.
- **Enhance Communication** Act as a resource for resolving questions or concerns related to workplace matters.

While this handbook does not constitute a binding employment contract, it is an important tool to support mutual understanding and a harmonious work environment. By familiarizing yourself with its contents, you contribute to the shared success of our organization.

1.3 At-Will Employment

Ingoude Company operates under an At-Will Employment policy. This means that the employment relationship between Ingoude Company and its employees is not bound by a fixed term and can be ended by either party at any time, with or without cause or notice.

That said, Ingoude Company is committed to:

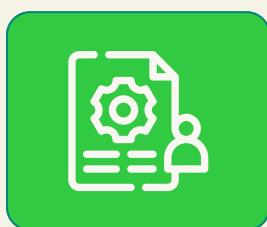
1. Adhering to all applicable labor laws and regulations.
2. Ensuring that all employment decisions are made fairly, equitably, and in compliance with our anti-discrimination and equal opportunity policies.

We value the trust and collaboration of our employees and aim to build strong, long-lasting relationships within our team.

02

Workplace Commitments





2.1 **Equal Opportunity Employment**

Ingoude Company is an equal-opportunity employer. We are committed to providing a work environment free from discrimination and harassment of any kind. Employment decisions are based on qualifications, merit, and business needs, regardless of race, color, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected status.

We believe diversity strengthens our team and fosters innovation, creativity, and better problem-solving. By embracing inclusivity, we ensure that everyone has an equal opportunity to contribute and thrive within our company.



2.2 **Non-Harassment / Non-Discrimination**

Ingoude Company has zero tolerance for harassment, discrimination, or bullying in the workplace. This includes, but is not limited to:

- Verbal or physical conduct that creates a hostile work environment.
- Discrimination based on any legally protected characteristic.
- Unwanted sexual advances or inappropriate behavior.

Employees who experience or witness such behavior are encouraged to report it immediately to their supervisor or the Human Resources department. All complaints will be taken seriously and handled confidentially.



2.3 **Drug-Free / Alcohol- Free Workplace**

To ensure the safety and well-being of our employees, Ingoude Company maintains a drug-free and alcohol-free workplace. The use, possession, or distribution of illegal drugs or alcohol on company premises is strictly prohibited. Employees are expected to report to work free from the influence of substances that may impair their performance or judgment. Violations of this policy may result in disciplinary action, up to and including termination.



2.4 **Open Door Policy**

Ingoude Company values open and honest communication. We encourage employees to share ideas, concerns, or suggestions with their supervisors, managers, or the Human Resources department. Our Open Door Policy ensures that every team member has the opportunity to voice their opinions and resolve workplace issues in a constructive manner. By fostering open communication, we create an environment of mutual respect and continuous improvement.

03

Company Policy and Procedures





3.1 Dress Code

Ingoude Company promotes a professional image by maintaining a dress code appropriate for the workplace.

- Office Staff** Business casual attire is required unless otherwise specified for certain events or roles.
- Field Staff** Safety-compliant attire must be worn, including personal protective equipment (PPE) where applicable.
- Casual Fridays** Employees may dress in neat, casual clothing as long as it remains respectful and suitable for the workplace.

Supervisors will address any concerns regarding attire on a case-by-case basis.

3.2 Payday

Ingoude Company processes payroll on a biweekly basis. Paydays occur every other Friday, and employees will receive payment via direct deposit unless otherwise arranged. Employees are encouraged to promptly review their pay stubs and report any discrepancies to the Payroll Department within five business days of receiving payment.



3.3 Company Property

All company property, including computers, vehicles, tools, and other resources, is provided for work-related purposes. Employees are expected to:

- Handle company property with care.
- Report any damage, theft, or loss immediately.
- Refrain from using company resources for personal or unauthorized activities.

Failure to comply with this policy may result in disciplinary action or financial responsibility for damages.



3.4 Privacy

Ingoude Company respects the privacy of its employees. However, please note that:

- The company reserves the right to monitor company-issued devices, emails, and other communication channels to ensure compliance with policies.
- Personal information collected by the company will be handled in accordance with data protection laws and will not be shared without consent except as required by law.

Employees should maintain professionalism in all communications using company resources.



3.5 Personnel Files

Personnel files are maintained by the Human Resources department and include records such as:

- Employment contracts and agreements.
- Performance reviews and disciplinary actions.
- Certifications or training records.

Employees have the right to access their personnel files by submitting a formal request to Human Resources. These files are confidential and will only be shared with authorized personnel when necessary.



3.6 Code of Professional Conduct

At Ingoude Company, we expect all employees to adhere to the highest standards of professional behavior. This includes:

- Treating colleagues, clients, and stakeholders with respect and courtesy.
- Upholding honesty and integrity in all interactions.
- Avoiding any activities that could harm the company's reputation or conflict with its interests.

04

Employment Classification



4.1 Part-Time, Full-Time, or Temporary Status

Ingoude Company processes payroll on a biweekly basis. Paydays occur every other Friday, and employees will receive payment via direct deposit unless otherwise arranged. Employees are encouraged to promptly review their pay stubs and report any discrepancies to the Payroll Department within five business days of receiving payment.

- ◆ **Full-Time Employees** Employees who are regularly scheduled to work 40 hours per week and are eligible for company benefits.
- ◆ **Part-Time Employees** Employees who are scheduled to work fewer than 30 hours per week. These employees may have limited eligibility for benefits, depending on company policy.
- ◆ **Temporary Employees** Employees hired for a specific project or period, typically lasting less than six months. Temporary employees are not eligible for benefits unless otherwise specified in their employment agreement.

Employees are encouraged to confirm their classification with their supervisor or Human Resources if they have any questions about their employment status.

4.2 Exempt Employees

Exempt employees are those who are not eligible for overtime pay as outlined in labor regulations. These employees typically hold positions in management, administration, or specialized roles that require decision-making and professional expertise. Exempt employees are expected to complete their assigned responsibilities regardless of the number of hours worked.

4.3 on-Exempt Employees

Non-exempt employees are entitled to overtime pay for any hours worked beyond the standard 40-hour workweek in accordance with applicable labor laws. Overtime work must be approved in advance by a supervisor. Supervisors are responsible for ensuring that non-exempt employees' time is accurately tracked and compensated appropriately.

05

Attendance Policies





5.1 General Attendance

Punctuality and consistent attendance are critical to maintaining a productive work environment. Employees are expected to:

- Arrive on time and be prepared to work during scheduled hours.
- Notify their supervisor as soon as possible in the event of an absence or delay.
- Provide appropriate documentation, such as a doctor's note, for extended absences.

Chronic tardiness or absenteeism may result in disciplinary action.

5.2 Tardiness

Employees are considered tardy if they arrive more than 10 minutes after their scheduled start time without prior notice. Excessive tardiness will be addressed by supervisors and may lead to corrective action if it disrupts operations.

06

Leave Policies



6.1 Vacation Leave

Ingoude Company recognizes the importance of rest and personal time for its employees. Vacation leave policies include:

- ◆ **Eligibility** Full-time employees are eligible for vacation leave after completing a 6-month probation period.
- ◆ **Accrual** Employees accrue 10 vacation days per year, prorated based on their start date.
- ◆ **Usage** Vacation leave must be scheduled in advance and approved by the employee's supervisor to ensure smooth operations.

Unused vacation days may be carried over into the next year, up to a maximum of 5 days, unless otherwise stated.

6.2 Sick Leave

Sick leave is provided to support employees in managing personal health and well-being.

- ◆ **Accrual** Employees accrue 1 day of sick leave per month.
- ◆ **Usage** Sick leave may be used for personal illness, medical appointments, or to care for an immediate family member.
- ◆ **Documentation** For absences exceeding 3 consecutive days, employees are required to provide a medical certificate.

6.3 Family and Medical Leave Act (FMLA)

Ingoude Company complies with the Family and Medical Leave Act (FMLA), which allows eligible employees to take up to 12 weeks of unpaid leave in a 12-month period for:

- The birth or adoption of a child.
- Serious health conditions affecting the employee or their immediate family.
- Other qualifying emergencies related to military service.

Employees must provide at least 30 days' notice for planned leave or as much notice as possible for unforeseen circumstances.

6.4 Holidays

Ingoude Company observes the following paid holidays:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Day
- [Include additional local holidays as applicable]

If a holiday falls on a weekend, it will typically be observed on the nearest weekday.

6.5 Jury Duty

Employees summoned for jury duty will be granted leave to fulfill their civic responsibilities.

- Full-time employees will receive their regular pay for up to 5 days of jury service
- Employees must provide their jury summons and notify their supervisor as soon as possible.

6.6 Voting Leave

Ingoude Company encourages employees to exercise their right to vote. Employees who cannot vote outside of work hours will be granted up to 2 hours of paid leave to cast their vote.

6.7 Military Leave

Employees who are members of the military are entitled to unpaid leave for active duty, training, or other military obligations as required by law. Employees are encouraged to provide advance notice of their service commitments.

6.8 Leave of Absence

A leave of absence may be granted for personal or professional reasons at the discretion of the company.

- ❖ **Eligibility** Full-time employees who have completed at least 1 year of service.
- ❖ **Duration** Leaves of absence are typically unpaid and may not exceed 6 months.

Requests must be submitted in writing and approved by both the employee's supervisor and Human Resources.

07

Work Performance



7.1 Expectations

Ingoude Company is committed to maintaining a high standard of excellence and professionalism in the workplace. Employees are expected to:

- Complete assigned tasks accurately and within deadlines.
- Demonstrate problem-solving skills and take initiative in addressing challenges.
- Communicate effectively with colleagues, supervisors, and clients.
- Uphold the company's values and contribute to a positive work environment.

Supervisors will provide guidance and support to ensure employees meet these expectations.



7.2 Insubordination

Ingoude Company defines insubordination as the refusal to follow lawful and reasonable instructions from a supervisor or manager. Examples include:

- Deliberate defiance of direct orders.
- Disrespectful behavior toward supervisors or colleagues.
- Failure to complete assigned duties without valid justification.

Insubordination disrupts workplace harmony and may result in disciplinary action, up to and including termination.

7.3 Performance Reviews

Regular performance reviews are conducted to evaluate employee contributions, provide feedback, and identify opportunities for growth.

- ◆ **Frequency** Reviews are conducted annually and may include a mid-year check-in.
- ◆ **Criteria** Reviews assess job performance, goal achievement, and adherence to company values.
- ◆ **Development Plans** Based on the review, employees may receive recommendations for professional development or additional training.

Employees are encouraged to actively participate in the review process and provide feedback to their supervisors.



08

Discipline Policy



8.1 Grounds for Disciplinary Action

Disciplinary action may be taken for behaviors including, but not limited to:

- Chronic tardiness or absenteeism.
- Violation of company policies or procedures.
- Harassment, discrimination, or bullying.
- Theft or misuse of company property.
- Breach of confidentiality or data security.

All employees are expected to uphold the company's standards of conduct to maintain a respectful and productive workplace.

8.2 Procedures

Disciplinary actions are handled in a fair and consistent manner. Steps include:

- **Verbal Warning** For minor infractions or first offenses.
- **Written Warning** Documented notice for repeated violations or serious misconduct.
- **Suspension** Temporary leave without pay, depending on the severity of the infraction.
- **Termination** Dismissal from employment for grave or repeated offenses.

Each case is reviewed individually, and employees have the right to respond or appeal disciplinary decisions.

8.3 Termination

Termination of employment may occur under the following circumstances:

- **Voluntary Resignation** When an employee chooses to leave the company.
- **Involuntary Termination** Due to performance issues, misconduct, or redundancy.
- **Probationary Termination** For employees who do not meet expectations during their probationary period.

Employees are required to return all company property and complete an exit interview before their final day of work.



09

Employee Health and Safety



9.1 Workplace Safety

Ingoude Company is committed to providing a safe and secure working environment for all employees. To ensure workplace safety, employees are expected to:

1. Follow all safety protocols and procedures.
2. Use personal protective equipment (PPE) when required.
3. Report unsafe conditions or hazards immediately to their supervisor.
4. Participate in mandatory safety training sessions.

Supervisors are responsible for monitoring compliance with safety policies and addressing potential risks promptly.



9.2 Workplace Security

The security of our employees, property, and data is a top priority. Ingoude Company implements the following measures to ensure a secure environment:

- ◆ **Access Control** Employees must use their ID badges to enter company premises. Visitors must register and be escorted by an authorized employee.
- ◆ **Confidential Information** Employees are expected to safeguard company data and avoid sharing sensitive information with unauthorized individuals.
- ◆ **Emergency Contacts** All employees must provide updated emergency contact information to Human Resources.

Suspicious activities or security breaches must be reported immediately to the security team or supervisor.



9.3 Emergency Procedures

In the event of an emergency, Ingoude Company has established protocols to protect employees and minimize risks.

- ◆ **Evacuation** Familiarize yourself with the emergency exits and evacuation routes. Follow instructions from emergency coordinators during drills or actual emergencies.
- ◆ **Fire Safety** Fire extinguishers are strategically located throughout the premises. Only trained personnel should operate them during emergencies.

Regular safety drills will be conducted to ensure employees are prepared to respond effectively to emergencies.



10 Benefits



11

Termination Policies





11.1 Voluntary Termination

When an employee decides to resign from Ingoude Company, we request:

- A written notice is provided at least two weeks in advance.
- Completion of all pending assignments or projects, as agreed with the supervisor.

An exit interview will be conducted to gather feedback and facilitate a smooth transition.

11.2 Final Paycheck

Employees will receive their final paycheck on the next scheduled payday following their last day of work. The final paycheck will include:

- All earned wages up to the last day of work.
- Payment for any unused vacation days, if applicable.

Deductions for unreturned company property or outstanding obligations may apply, in accordance with company policy and legal regulations.

12

Acknowledgments of Receipt





Daftar OPTK Khusus Komoditas Tertentu

- 🔍 Lihat Tabel OPTK Berdasarkan Komoditas:
- 📲 Scan QR Code di bawah ini untuk melihat daftar terinventarisasi dalam bentuk spreadsheet:



Your paragraph text



Komoditas dalam Daftar:



Apel



Pir



Bawang Putih



Bawang Bombay



Catatan:

Tabel ini hanya berisi ringkasan OPTK penting untuk komoditas di atas dan dapat diperbarui sewaktu-waktu sesuai regulasi terbaru.

Akses Cepat Daftar OPTK Lengkap

Untuk memudahkan petugas dalam menelusuri daftar resmi Organisme Pengganggu Tumbuhan Karantina (OPTK) sesuai regulasi terbaru, silakan pindai QR Code berikut:



<https://s.id/JywoG>

Keputusan Kepala Badan Karantina Indonesia
Nomor 571 Tahun 2025
Tentang

Penetapan Jenis Organisme Pengganggu Tumbuhan Karantina, Media Pembawa Organisme Pengganggu Tumbuhan Karantina, Dan Media Pembawa Organisme Pengganggu Tumbuhan Karantina Yang Dilarang



**BALAI KARANTINA HEWAN,
IKAN, DAN TUMBUHAN
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