



Stemplicity Policies & Guidelines

1. Code of Conduct

At Stemplicity, we are committed to fostering a professional, inclusive, and respectful work environment. All employees are expected to:

- Treat colleagues, learners, and partners with respect and professionalism.
 - Uphold ethical standards and integrity in all business interactions.
 - Avoid any form of harassment, discrimination, or misconduct.
 - Follow company policies regarding communication, collaboration, and social interactions.
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2. Workplace Health & Safety

Stemplicity ensures a safe and secure work environment for all employees. Key safety measures include:

- Compliance with local and international health and safety regulations.
 - Clear emergency procedures and reporting mechanisms.
 - Ergonomic workplace best practices for remote and in-office employees.
 - IT security policies to safeguard company and personal data.
 - Regular safety training sessions and compliance audits.
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3. Remote Work & Hybrid Policy

As a digital-first company, Stemplicity supports flexible work arrangements:

- Employees may work remotely or in a hybrid model, based on role requirements.
- Regular team meetings and check-ins to ensure alignment and productivity.
- Employees must maintain professionalism in virtual meetings and communications.

- Adherence to cybersecurity best practices when working remotely.
 - Secure home office setup recommendations, including VPN use and encrypted storage.
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4. Expense Reimbursement Policy

Employees are eligible for reimbursement of work-related expenses, including:

- Travel and accommodation costs for company-approved events.
 - Office equipment purchases up to \$500 per year for remote work, subject to approval.
 - Course development and training materials essential for company projects.
 - Submission of expense claims must be within 30 days, with receipts attached.
 - Reimbursement requests should be submitted through the company's HR portal.
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5. Paid Time Off (PTO) & Leave Policy

Stemplicity provides a fair and transparent leave policy:

- **Vacation Leave:** 20 days per year, accrued monthly.
 - **Sick Leave:** 10 days per year, with flexible policies for remote work.
 - **Parental Leave:** 12 weeks of paid leave for new parents (maternity, paternity, adoption leave).
 - **Unpaid Leave:** Subject to approval for extended personal or educational purposes.
 - Employees must submit leave requests at least two weeks in advance via the HR system.
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6. Diversity, Equity, and Inclusion (DEI) Policy

Stemplicity values diversity and inclusion in the workplace:

- We strive to create an environment that respects all backgrounds and perspectives.
- Equal opportunities for hiring, promotions, and leadership roles.

- Mandatory DEI training for all employees.
 - Zero tolerance for discrimination, bias, or harassment.
 - Regular employee feedback sessions to ensure DEI principles are upheld.
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7. IT & Data Security Policy

All employees must adhere to Stemplicity's IT security standards:

- Use strong passwords and enable multi-factor authentication (MFA).
 - Follow guidelines for handling sensitive data and intellectual property.
 - Report phishing attempts, breaches, or suspicious activities immediately.
 - Compliance with GDPR, CCPA, and other relevant data protection regulations.
 - Annual cybersecurity training for all employees.
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8. Performance Evaluation & Career Development

Stemplicity encourages continuous professional growth:

- Regular performance reviews every six months based on key performance indicators (KPIs).
 - Opportunities for training, mentorship, and career advancement.
 - Internal mobility programs for employees seeking cross-functional roles.
 - Feedback-driven culture to support individual and team growth.
 - Learning and development stipends up to \$1,000 per year per employee.
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9. Ethics & Compliance Training

All employees are required to complete training in:

- Anti-harassment and workplace ethics.
- Data privacy and protection laws.
- Responsible AI and ethical considerations in STEM education.

- Industry-specific compliance based on role and responsibility.
 - Annual refresher training to stay updated with regulatory changes.
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10. Company Communication Guidelines

Effective communication is key to collaboration at Stemplicity:

- Use professional and respectful language in all written and verbal communications.
 - Slack, Teams, and email are the primary communication channels.
 - Respond to internal messages within 24 hours (excluding weekends/holidays).
 - Use company-approved templates for external communications.
 - Monthly all-hands meetings for company-wide updates.
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Final Note

By joining Stemplicity, you agree to uphold these policies and guidelines. For any clarifications or concerns, please contact HR at hr@stemplicity.com.

These policies may be updated periodically to reflect company growth and industry standards. Stay informed and aligned with Stemplicity's mission!

Welcome to Stemplicity! 🚀