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**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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**](mailto: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!** 🚀