

Introduction

At InnovaSoft, we strive to maintain a positive and productive workplace. This handbook outlines employee rights, responsibilities, and company policies regarding leave, conduct, and workplace procedures.

Annual Leave

- Full-time employees accrue 20 days of paid annual leave per year.
- Requests must be submitted at least 14 days in advance.
- Managers approve leave based on operational coverage.
- Unused leave may be carried over to the next year within company limits.

Sick Leave

- Employees are entitled to 10 days of paid sick leave per year.
- Absences longer than 3 consecutive days require a medical certificate.
- Chronic or recurring conditions should be reported to HR.

Parental and Special Leave

- Parental leave follows statutory regulations; employees should contact HR for scheduling.
- Compassionate leave up to 5 days may be granted for emergencies.
- Jury duty or military service leave is provided per legal requirements.

Work-from-Home and Remote Work

- Eligible employees may request remote work arrangements.
- Approval depends on manager discretion and role requirements.
- Home office setups must meet security and ergonomic standards.

Code of Conduct

- Maintain professional behavior and respect for colleagues.
- Follow all IT and security policies.
- Avoid conflicts of interest and report any potential breaches.

Disciplinary Procedures

- Minor infractions: verbal or written warnings.
- Serious infractions: suspension or termination per HR guidelines.

- Employees may appeal disciplinary actions through HR.

Reporting and Feedback

- Employees can provide anonymous feedback via the company portal.
- HR conducts annual surveys to assess workplace satisfaction.
- Open-door policy for discussion with managers or HR representatives.

Benefits

- Health insurance coverage and wellness programs.
- Employee stock purchase plan.
- Professional development budget and training opportunities.

Safety Policies

- Adhere to workplace safety regulations and emergency procedures.
- Report accidents or unsafe conditions immediately.
- Participate in regular safety drills.

Glossary

- HR: Human Resources
- PTO: Paid Time Off
- SLA: Service Level Agreement
- KPI: Key Performance Indicator