**Valenbridge Global Employee Handbook**

**Effective Date:** May 30, 2025 **Version:** 1.0

**Welcome to Valenbridge Global**

Welcome to Valenbridge Global, where "Insight. Impact. Integrity." isn't just a tagline, but the very essence of how we operate. We are thrilled to have you join our diverse and talented team of strategists, technologists, risk experts, and human capital innovators.

At Valenbridge Global, we believe in connecting, collaborating, and delivering solutions that make a real difference for our clients, from Fortune 500 companies to high-growth startups and global organizations. Our journey began with a vision to bridge the gap between complex challenges and impactful solutions, leveraging global perspectives and a deep commitment to ethical practices.

This handbook is designed to be a guide to our policies, expectations, and the vibrant culture that makes Valenbridge Global a unique and rewarding place to work. We encourage you to familiarize yourself with its contents, as it outlines the standards we uphold and the resources available to you.

We are a "Professional but Human. Structured but Empathetic." firm, fostering an environment where innovation thrives, integrity leads, and every voice contributes to our collective success. We're excited to see the impact you'll make.

**Elena Norwood** CEO, Valenbridge Global

**1. Our Corporate Identity & Values**

**Firm Name:** Valenbridge Global **Tagline:** "Insight. Impact. Integrity." **Core Values:** These values are the bedrock of our culture and guide every decision and interaction.

* **Integrity First:** We operate with unwavering honesty, transparency, and ethical conduct. This means clear communication, respecting boundaries, and fostering open-door leadership.
* **Strategy with Empathy:** We approach challenges with deep strategic insight, but always with cultural sensitivity and a profound understanding of our clients' and colleagues' needs and contexts.
* **Innovation for Impact:** We actively encourage bold ideas, piloting new tools, and pushing boundaries to create meaningful and lasting impact for our clients and the world.
* **Excellence in Execution:** We are committed to delivering high-quality, rigorous project work, always balanced with emotional intelligence and a focus on effective implementation.

**2. Employment at Valenbridge Global**

**2.1. Equal Employment Opportunity (EEO)** Valenbridge Global is an equal opportunity employer committed to creating a diverse and inclusive workplace. We are dedicated to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, gender identity or expression, veteran status, or any other legally protected status. Our DEI hiring targets are embedded into recruitment KPIs, reflecting our commitment to a truly representative workforce.

**2.2. Diversity, Equity, and Inclusion (DEI)** DEI is fundamental to our success. We believe diverse perspectives drive better solutions. We foster an inclusive environment where all employees feel valued, respected, and empowered to contribute their unique talents. Active Employee Resource Groups (ERGs) are supported to champion the interests of underrepresented talent and promote a sense of belonging.

**2.3. Anti-Harassment and Anti-Discrimination** Valenbridge Global maintains a strict zero-tolerance policy against any form of harassment or discrimination, including sexual harassment. All employees are expected to treat colleagues, clients, and partners with respect and dignity. Any employee who believes they have been subjected to harassment or discrimination should report it immediately to their manager, HR, or through the 24/7 whistleblower line. All reports will be investigated promptly and confidentially, and appropriate action will be taken.

**2.4. Confidentiality and Proprietary Information** During your employment, you will have access to confidential and proprietary information belonging to Valenbridge Global and its clients. This includes, but is not limited to, client data, business strategies, financial information, intellectual property, internal tools, and methodologies. All employees are required to sign a confidentiality agreement and maintain the strictest confidentiality of such information during and after their employment. Unauthorized disclosure or use of this information is strictly prohibited.

**2.5. Conflicts of Interest** Employees must avoid any situation where their personal interests conflict, or appear to conflict, with the interests of Valenbridge Global or its clients. This includes outside employment, financial interests, or personal relationships that could influence business decisions. Any potential conflict of interest must be disclosed to your manager and HR immediately.

**2.6. Code of Conduct and Ethics** Our "Integrity First" value guides our ethical conduct. We expect all employees to conduct themselves professionally, ethically, and in compliance with all applicable laws and regulations in all business dealings. This includes honesty in reporting, responsible use of company assets, and transparency in interactions.

**2.7. Whistleblower Policy** Valenbridge Global is committed to maintaining the highest standards of integrity and accountability. We provide a 24/7 whistleblower line to allow employees to confidentially report any suspected unethical conduct, fraud, violations of law, or company policy without fear of retaliation. All reports will be handled with discretion and investigated thoroughly.

**3. Workplace Environment & Expectations**

**3.1. Office Structure & Layout** Our offices are designed to foster collaboration, innovation, and focused work.

* **Headquarters:** Atlanta (HQ) – a sophisticated, smart-office environment.
* **Regional Hubs:** London & Singapore – sleek regional offices in financial/innovation districts.
* **Office Layout:** Hybrid Open-Plan + Quiet Zones.
  + Open office areas for teams (strategy pods, data hubs, design sprints).
  + Private glass-walled offices for senior leadership.
  + Soundproof “deep work” rooms for concentration.
  + Café-style collaboration spaces with soft seating and screens.
  + Huddle booths for quick virtual or hybrid calls.
* **Technology-Enabled:** We leverage smartboards, wireless docking, and AI-enhanced scheduling. Our internal app, “V-Net,” allows you to book rooms, access dashboards, and manage workflow.

**3.2. Work Culture** Our culture is "Professional but Human. Structured but Empathetic."

* **Hybrid-First Approach:** Our standard is **3 days in-office, 2 days remote**. This is flexible based on team needs, project requirements, and time zones. Your manager will provide specific guidance for your team.
* **Dress Code:** **Smart casual** is the norm for most days. **Business formal** attire is expected for client-facing meetings and external events.
* **Mentorship & Feedback:** We are committed to your growth. We offer structured coaching programs and facilitate rotating mentorship across regions to foster diverse learning and development. We maintain an open feedback culture, supported by an anonymous suggestion platform.
* **Events & Rituals:**
  + **Monday Morning "Pulse" Briefings:** A quick global sync to kick off the week.
  + **Monthly "Insight Circles":** Sessions for sharing thought leadership and fostering cross-divisional learning.
  + **Annual "Valenbridge Global Forum":** Our flagship strategy offsite and innovation showcase, bringing our global team together.
  + **"Bridge & Brews":** Informal social hours for networking and team building.

**3.3. Communication** We believe in clear, open, and empathetic communication. We utilize various platforms, including Microsoft Teams, email, and our V-Net internal portal. Respectful and constructive communication is expected in all interactions.

**3.4. Use of Company Property and Technology** Company-provided equipment (laptops, phones, software, etc.) and systems are for business use. Incidental personal use is permitted but should not interfere with work responsibilities or violate company policies. All use is subject to monitoring. Employees are expected to protect company assets from loss, damage, or theft.

**3.5. Social Media Policy** While we encourage sharing our thought leadership and celebrating our achievements, employees must exercise good judgment and adhere to confidentiality and ethical guidelines when engaging on social media platforms, particularly when representing Valenbridge Global or discussing client-related matters. Do not disclose confidential information or engage in any conduct that could negatively impact the firm's reputation.

**4. Compensation & Benefits**

**4.1. Compensation** Valenbridge Global is committed to competitive compensation practices. Your pay will be processed according to the pay schedule communicated by the Finance department. Details regarding salary reviews and performance-based incentives will be discussed with your manager.

**4.2. Performance Management** We foster a culture of continuous growth and development. Regular performance feedback, structured coaching programs, and annual performance reviews are integral to helping you achieve your professional goals and contribute effectively to the firm's success.

**4.3. Benefits** Valenbridge Global offers a comprehensive benefits package designed to support your well-being. This includes, but may not be limited to:

* Health, dental, and vision insurance
* Retirement savings plans
* Life and disability insurance
* Paid time off (vacation, sick leave, personal days)
* Parental leave
* Employee Assistance Programs (EAPs)
* Professional development and training opportunities through our Leadership Development Academy.

Specific details regarding eligibility and enrollment for all benefits will be provided by the Human Capital department.

**4.4. Paid Time Off (PTO)** Details regarding accrual, usage, and approval of vacation, sick leave, and other paid time off will be provided by the Human Capital department. Employees are encouraged to plan and coordinate leave requests with their managers in advance.

**5. Talent & Growth**

**5.1. Global Talent Recruitment** We recruit globally from top MBAs, STEM institutions, policy & law programs, and also value talent from emerging markets and non-traditional paths. We are committed to diverse hiring and experience.

**5.2. Leadership Development Academy** Valenbridge Global invests in your professional growth. Our in-house Leadership Development Academy offers continuous learning opportunities, specialized training, and coaching programs to help you advance your career and leadership capabilities.

**5.3. Mentorship Programs** Structured and rotating mentorship programs are available across regions to provide guidance, foster professional relationships, and support your integration and development within the firm.

**5.4. Flexible Work Policies** Beyond our hybrid-first approach, we offer flexible work policies where feasible, recognizing the diverse needs of our global workforce. These arrangements require manager approval and must align with team and client requirements.

**6. Sustainability & Impact**

**6.1. Commitment to Sustainability** We are committed to operating responsibly and sustainably. We aim for carbon-neutral operations by 2028 and align our climate disclosure with TCFD. We encourage employees to contribute to our sustainability goals and initiatives.

**6.2. Pro Bono Consulting & CSR** Valenbridge Global dedicates resources to pro bono consulting for social impact organizations, contributing to positive change in the communities we serve. We are an annual UN Global Compact member and publish an Annual CSR Report. Employees are encouraged to participate in and champion these initiatives.

**7. Legal & Compliance**

**7.1. Entity Registration & Licenses** Valenbridge Global is registered in Delaware, USA, and holds operating licenses in the EU, UK, Singapore, and UAE.

**7.2. Data Privacy & Compliance** We adhere to the highest standards of data privacy and protection, including GDPR, HIPAA, CCPA, and SOC 2 Type II compliance. All employees are expected to understand and comply with these regulations and our internal data handling policies.

**7.3. Legal & Ethics Department** Our dedicated Legal & Ethics Department ensures compliance with all legal requirements and internal policies. They are a resource for employees on ethical dilemmas and compliance questions.

**8. Conclusion**

This handbook provides a framework for our shared journey at Valenbridge Global. It reflects our commitment to integrity, innovation, and impact, and outlines the expectations that enable us to achieve excellence together.

We encourage you to embody our core values: Integrity First, Strategy with Empathy, Innovation for Impact, and Excellence in Execution. Your contributions are vital to our success, and we are excited to empower you to thrive in our dynamic and global environment.

Welcome to the team!

**Valenbridge Global Management**

**Acknowledgement of Receipt**

I acknowledge that I have received, read, and understand the Valenbridge Global Employee Handbook. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I also understand that this handbook is a general guide and does not create an employment contract, expressed or implied, nor does it guarantee employment for any definite period. Valenbridge Global reserves the right to change, modify, or delete any policy or procedure in this handbook at any time, with or without notice.

**Employee Name (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_