

## Document 3: General Employment Policies

This document covers our general **company policies** regarding day-to-day work expectations. It's important for all employees to understand these guidelines to ensure a smooth operation and a respectful, productive workplace. Key topics include work hours, attendance, break periods, dress code, use of company property, and remote work arrangements.

**Work Hours:** Our standard business hours are 9:00 AM to 5:30 PM, Monday through Friday, with a 30-minute lunch break (8-hour workdays). We offer some flexibility in schedules with manager approval – for instance, some team members shift their hours (e.g., 8:00–4:30 or 9:30–6:00) to accommodate personal needs. **Attendance** is critical; employees are expected to start work on time and adhere to their agreed schedule. If you are running late or need to leave early due to an emergency, notify your manager as soon as possible.

**Timekeeping:** We use a digital time-tracking system where you will log your hours (for non-exempt/hourly employees) or confirm attendance (for exempt/salaried staff if required). Accurate time entries are a legal requirement. Overtime for hourly employees must be approved in advance by your supervisor. Non-exempt employees will receive overtime pay in accordance with applicable wage laws.

**Breaks and Lunch:** In compliance with labor regulations, employees receive regular breaks. Full-time employees should take at least a 30-minute unpaid lunch break each day (typically around midday). You are also entitled to rest breaks (usually 15 minutes in the morning and 15 in the afternoon for an 8-hour day). Breaks are important for your well-being – we encourage you to step away from work during these times. If you need additional breaks for health reasons (e.g., nursing mothers or medical conditions), please coordinate with HR for appropriate accommodations.

**Remote Work and Flexible Work Arrangements:** Our company supports work-life balance and offers flexible work arrangements. Many roles allow **remote work** for part of the week or full-time, depending on team needs. If your position is eligible for remote or hybrid work, you will discuss the details with your manager (e.g., which days you come to the office versus work from home). All remote work arrangements must ensure you have a proper workspace and reliable internet. We expect remote employees to be fully engaged during work hours – that means being available online, attending meetings, and meeting productivity expectations similar to in-office staff. Our **hybrid work policy** (if applicable) will be explained in your department guidelines. We also provide a stipend or company equipment to support your home office setup if needed (see IT Policies in Document 9).

**Use of Company Property:** We provide you with the tools you need to do your job – this may include a computer, phone, software access, and even a desk or other equipment if you're on-site. These tools are for **business use**. While occasional personal use of email or internet on your work devices is acceptable, it should be limited and never interfere with your duties.

Company property (including electronic resources) should be handled with care and kept secure. (Detailed guidelines on IT and equipment use are in Document 9.) If any equipment is lost, damaged, or malfunctioning, report it to IT support immediately.

**Dress Code:** We maintain a **business-casual** dress code. This means you should dress professionally yet comfortably. For example, collared shirts, blouses, slacks or neat jeans, and closed-toe shoes are generally fine. We encourage you to use good judgment and dress appropriately for your role and any meetings with clients. On Fridays, we have a casual dress day where jeans and sneakers are welcome. If you are working remotely, you can dress more casually, but please ensure you are presentable for any video meetings. Certain teams (like those in manufacturing or those meeting clients) may have specific attire requirements, which your manager will communicate.

**Attendance and Time Off Requests:** We expect regular attendance. If you need to be absent or take a day off for personal reasons outside of planned vacation, inform your manager as early as possible (ideally at least one day in advance, or sooner for planned appointments). For unexpected illness or emergencies, notify your manager at the start of the workday (an email or message by 9 AM is acceptable). You should also record your absence in our HR system. Repeated unexcused absences or tardiness may be addressed through our performance and discipline process (though we understand occasional issues arise).

**Professional Behavior:** While this section focuses on logistical policies, professional behavior is equally important. Treat colleagues with respect, be punctual to meetings, and follow through on your responsibilities. These expectations help maintain a positive workplace for everyone.

Please familiarize yourself with these policies and ask HR or your supervisor if you have any questions. Adhering to work hours, attendance standards, and company guidelines helps everyone work together smoothly and fairly.