

Contoso — Employee Handbook (Summary)

Training document. This is a simplified handbook used for Copilot Studio demos. It is not legal advice.

1. Employment Basics

- Employment is subject to applicable law and company policy.
- Your manager sets role expectations and performance goals.
- Keep contact information current in the HR portal.

2. Time Off and Attendance

- Request PTO through the HR portal and coordinate coverage with your team.
- Sick time should be reported to your manager as early as possible.
- Company holidays are observed per the published holiday calendar.

3. Remote and Hybrid Work

- Remote eligibility depends on role, security requirements, and manager approval.
- Use approved devices and secure networks for company work.
- Maintain overlapping “core hours” where possible to support collaboration.

4. Workplace Conduct

- Be respectful and professional in all interactions.
- Harassment and discrimination are prohibited.
- Report concerns using your manager, HR, or the ethics channel.

5. Confidentiality

- Protect customer data, employee data, and non-public company information.
- Share internally on a need-to-know basis.
- Use approved storage and sharing tools (SharePoint, OneDrive, Teams).

6. Expenses

- Business expenses must be reasonable and pre-approved when required.
- Submit receipts promptly using the expense system.

Acknowledgment

By continuing employment, employees agree to follow company policies and applicable laws.