

Employee Handbook

Non-Disclosure Agreement (NDA) Policy

Employees must protect confidential information belonging to the company, its clients, and partners. This includes, but is not limited to, product roadmaps, customer data, internal communications, proprietary algorithms, financial information, and unreleased features. Confidential information may not be shared with unauthorized individuals inside or outside the organization. These obligations continue after employment ends.

Workplace Conduct Policy

Employees must maintain a respectful, professional environment free from harassment, discrimination, and intimidation. All employees are expected to follow organizational values, collaborate effectively, and communicate constructively. Disruptive behavior, verbal abuse, or misuse of company systems is prohibited. Violations may result in disciplinary action.

Paid Time Off (PTO) Policy

Full-time employees accrue PTO according to the following schedule:

- 0–1 years of service: 10 days per year (0.833 days per month)
- 1–3 years of service: 15 days per year (1.25 days per month)
- 3+ years of service: 20 days per year (1.67 days per month)

PTO may be used for vacation, personal needs, or illness. Requests should be submitted in advance through the HR system unless related to an emergency. Employees may carry over up to 5 unused PTO days per calendar year. Extended absences exceeding 5 consecutive business days require manager approval.

Travel & Expense Policy

Employees may be reimbursed for reasonable and necessary expenses incurred during approved business travel. This includes transportation, lodging, meals, and incidental expenses within established limits. Receipts must be submitted within 14 days of travel. First-class travel, personal expenses, and non-business activities are not reimbursable. Employees should exercise good judgment and cost-effective decision-making when traveling on behalf of the company.