

Company Policy Handbook: Foundational Policies

1. Code of Conduct and Ethics Policy

A. Professionalism and Respect

All employees must treat colleagues, clients, partners, and vendors with mutual **respect and professionalism**.

B. Anti-Harassment and Anti-Discrimination

The Company strictly prohibits all forms of unlawful harassment and discrimination based on protected characteristics (e.g., race, religion, sex, age, disability). Any employee who witnesses or experiences harassment must report it immediately.

C. Integrity and Honesty

Employees are expected to act with integrity. This includes honest reporting of work hours, expenses, and accurate communication of company information.

D. Confidentiality and Data Protection

Employees must safeguard all proprietary and confidential Company information, including trade secrets, financial data, customer lists, and internal strategies. This duty continues after employment termination.

2. Equal Employment Opportunity (EEO) Policy

The Company is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all individuals without regard to protected characteristics as defined by applicable law. This policy applies to all aspects of employment, including recruiting, hiring, training, promotion, termination, and compensation. Decisions regarding employment will be based solely on qualifications, merit, and business need.

3. Attendance and Paid Time Off (PTO) Policy

A. Working Hours and Punctuality

Standard working hours are [Insert Standard Hours, e.g., 9:00 AM - 5:00 PM, Monday-Friday]. Employees are expected to be punctual and prepared to work at the start of their shift.

B. Reporting Absences

If an employee is unable to report to work, they must notify their direct manager by [Insert Time, e.g., 8:30 AM] on the day of the absence. Failure to notify the manager may result in disciplinary action.

C. Paid Time Off (PTO)

- **Accrual:** Full-time employees accrue [Insert Number, e.g., 10] days of PTO annually. PTO is accrued monthly/bi-weekly starting on the hire date.
- **Request Procedure:** PTO requests must be submitted to the manager [Insert Notice Period, e.g., at least two weeks] in advance, except in cases of emergency.
- **Approval:** PTO is subject to manager approval based on business needs and staffing requirements.

D. Sick Leave

Employees are allotted [Insert Number, e.g., 5] days of paid sick leave per year for personal illness or injury.

4. Workplace Health and Safety Policy

A. Commitment to Safety

The Company is committed to maintaining a safe and healthy working environment. All employees must follow established safety rules and procedures.

B. Accident Reporting

All work-related injuries, illnesses, or hazardous conditions, no matter how minor, must be immediately reported to a supervisor or management.

C. Substance Abuse and Weapons

The use, possession, or being under the influence of illegal drugs, unauthorized alcohol, or unauthorized weapons on company property or during company business is strictly prohibited.

5. Technology and Communication Usage Policy

A. Company Property Use

Company-provided technology (laptops, email, phones, internet access) is primarily intended for **business purposes**. Incidental and reasonable personal use is permitted, provided it does not interfere with job duties or violate any other company policies.

B. Prohibited Use

Employees must not use company technology to access, store, or transmit content that is harassing, discriminatory, sexually explicit, threatening, or illegal.

C. Monitoring and Privacy

Employees should have no expectation of privacy regarding their use of company technology. The Company reserves the right to monitor, intercept, access, and disclose all files and communications transmitted or stored using company systems at any time, without prior notice.

D. Security

Employees are responsible for protecting company assets, including securing their passwords and preventing unauthorized access to company systems and data.