

Company Policy Document

Section 1: Employee Benefits

All employees are entitled to health insurance, dental coverage, and vision care.

The company provides a 401(k) retirement plan with matching contributions up to 6%.

Paid time off includes 15 vacation days, 10 sick days, and 8 company holidays.

Life insurance equal to annual salary is provided.

Disability insurance is available for all employees.

Section 2: Expense Reimbursement

Employees must submit expense reports within 30 days of incurring expenses.

All receipts must be original and clearly show the date, amount, and business purpose.

Meals over \$25 require manager approval before submission.

Travel expenses must be pre-approved by your manager.

Company will reimburse reasonable travel costs for business trips.

Section 3: Remote Work Policy

Remote work is allowed up to 3 days per week with manager approval.

Employees must have a dedicated workspace and reliable internet connection.

All remote work must be documented in the company's time tracking system.

VPN must be used for remote access to company systems.

Section 4: Code of Conduct

All employees must follow the company's code of conduct and ethical guidelines.

Harassment and discrimination are strictly prohibited.

Employees should report any violations to HR immediately.

Conflicts of interest must be disclosed immediately.

Company information must be kept confidential.

Section 5: IT Equipment

All employees receive a laptop and monitor upon joining.

Equipment must be returned upon termination.

All devices must have company-approved antivirus software.

Passwords must be changed every 90 days.

Two-factor authentication is required for all systems.

Section 6: Performance Reviews

Annual performance reviews are conducted in December.

Mid-year check-ins occur in June.

Performance is evaluated on job-specific goals and leadership skills.

New employees have a 90-day probationary review.

Employees not meeting expectations receive improvement plans.

Section 7: Safety Procedures

Fire evacuation routes are posted throughout the building.

Emergency assembly point is the parking lot.

First aid kits are located on each floor.

All accidents must be reported within 24 hours.

Safety equipment must be worn in designated areas.