

Test Corp - Employee Handbook & Updates

Welcome to Test Corp! This document provides a central resource for our company policies, procedures, and recent news.

Section 1: Employee Policies

1.1 Work-from-Home (WFH) Policy

Test Corp operates on a hybrid model. Employees are expected to be in the office on Tuesdays and Thursdays for collaborative work. The remaining days (Monday, Wednesday, Friday) are flexible, allowing employees to work from home or the office. All employees must be available online during standard work hours (9:00 AM - 5:00 PM, local time) regardless of location.

1.2 Code of Conduct

All employees are expected to maintain a professional and respectful environment. Harassment, discrimination, and bullying in any form are not tolerated. We value open communication, collaboration, and integrity.

1.3 Dress Code

Our dress code is business casual. When in the office, please dress in a professional manner. For remote work, please ensure you are presentable for video calls with colleagues and clients.

Section 2: Leave & Time Off

2.1 Vacation Policy

Full-time employees are entitled to 20 paid vacation days per calendar year, accrued monthly. Vacation requests must be submitted through the "HR Portal" at least two weeks in advance for manager approval.

2.2 Sick Leave

We offer 10 paid sick days per year for personal illness or to care for an immediate family member. For absences longer than three consecutive days, a doctor's note may be required. Please notify your manager as early as possible on the day of your absence.

2.3 How to Request Leave

1. Log in to the **HR Portal**.
2. Navigate to the "Time Off" section.
3. Select the dates and type of leave (Vacation, Sick, etc.).
4. Submit the request for manager approval. You will receive an email notification once it is approved or denied.

Section 3: IT Support

3.1 How to Raise an IT Support Ticket

For any technical issues (e.g., software problems, hardware malfunctions, access requests), please submit a ticket to our IT department.

1. Go to the **IT Support Portal** at support.Testcorp.com.

2. Click on "New Support Ticket."
3. Fill out the form with a clear title and a detailed description of the issue. Include screenshots if possible.
4. Set the urgency level (Low, Medium, High, Critical).
5. Submit the ticket. You will receive a confirmation email with a ticket number.

3.2 Checking Ticket Status

You can track the status of your submitted tickets by logging into the IT Support Portal and clicking on "Check Ticket Status."

3.3 Contact Person for Payroll

For any questions related to payroll, benefits, or compensation, please contact **Vijai**, our Payroll Specialist, at vijai@testcorp.com.

Section 4: Project Status

4.1 Project Management Tool

All active projects are tracked using our internal project management tool, "**Momentum**." All employees have access to Momentum to view project timelines, tasks, and progress.

4.2 How to See Project Status

1. Log in to Momentum.
2. Use the search bar to find a specific project by name (e.g., "Project Phoenix").
3. The project dashboard will display the current status, key milestones, and team members.

Section 5: Recent Company News (August 2025)

Welcome New Hires!

We are thrilled to welcome our new cohort of employees who joined us this quarter! The Q3 onboarding document has been shared with all new hires and is available on the HR Portal. It provides a comprehensive overview of our company culture, tools, and key contacts.

Q2 Financial Results

Test Corp exceeded its Q2 financial targets, with a 15% growth in revenue. A detailed report is available for all employees on the "Company Updates" section of the intranet. Thank you to everyone for your hard work and dedication!

Upcoming All-Hands Meeting

Our next quarterly all-hands meeting will be held on **September 5th, 2025**. This will be a hybrid event, held in the main conference room and streamed online. Please RSVP by August 25th.