Company Handbook — Sophrion

1. Introduction

1.1 Welcome Message

Welcome to **Sophrion**.

We are not just a company — we are a collective of minds shaping the future. Our name, *Sophrion*, signifies that even in the deepest darkness, there is a light — a reminder that innovation often begins as a single spark.

At Sophrion, we see every challenge as a signal from the future, asking us to respond with imagination and courage. The solutions we build today in **education** and **medicine** are guided by the belief that tomorrow's generations deserve more than incremental change — they deserve transformation.

This handbook is your guide to the journey we're on together. It outlines our philosophy, our principles, and the way we work. It is both a map and a compass: pointing toward the world we are building, and reminding us how to walk the path every day.

1.2 Our Vision

"Future Within" — to unlock human potential by bringing futuristic solutions into today's world.

1.3 Our Mission

To fuse **knowledge, technology, and humanity** into solutions that empower learning and healing. Our mission is not only to create products but to leave behind a legacy of wisdom, responsibility, and progress.

1.4 Our Core Values

- **Light in Darkness:** In every problem, we find possibility.
- **Beyond the Horizon:** We think like our future selves and act with long-term vision.
- **Unity in Diversity:** Many perspectives, one purpose.
- **Excellence as Responsibility:** Not perfection for its own sake, but excellence as service to society.
- **Integrity of the Cosmos:** Trust and transparency in all that we do.

Step 2: Employment Policies (Revised with Tone)

2.1 Equal Opportunity Employment

At Sophrion, the future belongs to everyone. We are committed to being an **inclusive and diverse workplace**, where differences are not only respected but celebrated. Every individual — regardless of gender, identity, background, or belief — is given equal opportunity to grow, contribute, and lead. Our decisions are guided by merit, values, and the impact one brings to our shared journey.

2.2 Code of Conduct

Each of us carries the responsibility to protect the **light we are building together**. We expect all Sophrion team members to:

- Uphold honesty and integrity in all actions.
- Show respect to colleagues, partners, and clients.
- Safeguard confidential information, intellectual property, and data.
- Avoid conflicts of interest or actions that may compromise the company's reputation.
- Conduct themselves lawfully, ethically, and in alignment with our shared values.

2.3 Confidentiality & Data Protection

Knowledge is power — and with it comes responsibility. Every team member must:

- Sign and adhere to Sophrion's **Non-Disclosure Agreement (NDA)**.
- Protect sensitive information related to research, clients, partners, and our innovations.
- Never disclose company data, code, or internal communications outside Sophrion without explicit authorization.

2.4 Working Hours & Attendance

We believe in **output over hours** — progress is measured by results, not by clocking time. However, to ensure alignment and collaboration:

- Standard work week: **Monday to Friday**.
- Core collaboration hours: **3:00 PM – 8:00 PM IST** (to overlap for discussions, stand-ups, and meetings).
- Flexible start/end times are encouraged as long as responsibilities are met.
- Attendance is tracked using company-approved tools (e.g., Jibble, Zoho People).
- Remote/hybrid work is the default model, unless specified otherwise.

Step 3: Leave & Time-Off Policies (Minimal Draft)

3.1 Annual Leave

- Full-time employees are entitled to **12 days of paid annual leave per year** (1 day per month).
- Leave must be requested at least **3 working days in advance** (except in emergencies).
- Unused leave cannot be carried forward in the first phase of the company.

3.2 Sick Leave

- Team members may take **up to 6 days of sick leave per year**.
- For absences longer than 2 consecutive days, medical proof may be requested.

3.3 Public Holidays

- Sophrion will observe **national public holidays** as per Indian regulations.
- Optional festival holidays may be granted on a case-by-case basis, respecting diversity and inclusivity.

3.4 Intern Leave Policy

- Interns may request up to **1 day of leave per month** (unpaid unless specifically agreed).
- Absences must be communicated to the reporting mentor/SPOC in advance.

Step 4: Compensation & Benefits

4.1 Compensation

- Salaries and stipends are defined in the **offer letter/appointment letter** and are based on role, skills, and contribution.
- Compensation will be reviewed periodically as the company grows, with adjustments reflecting both performance and company progress.

4.2 Stipends for Interns

- Interns may receive stipends based on project involvement and company capacity.
- Exceptional interns may be offered pre-placement opportunities or full-time roles.

4.3 Reimbursements

- Employees are eligible for reimbursement of approved **work-related expenses** (software subscriptions, travel, client meetings, etc.).
- All reimbursements require prior approval and supporting bills/receipts.

4.4 Benefits (Current Phase)

- Flexible remote/hybrid work.
- Collaborative learning environment.
- Exposure to real-world product development in education and medicine.

4.5 Benefits (Future Phase)

As Sophrion scales, we aim to introduce:

- **Health Insurance** coverage for employees and families.
- **Learning Credits** for upskilling and professional development.
- **Performance Bonuses** linked to company milestones.
- **ESOPs (Employee Stock Option Plans)** to share long-term value creation.

Step 5: Performance & Growth

5.1 Probation Period

- All new employees join with a **3-month probation period**, unless otherwise stated in the appointment letter.
- During probation, performance, adaptability, and cultural fit will be evaluated.
- Either party may end the association during probation with **7 days' written notice**.

5.2 Performance Reviews

- Reviews are **informal and ongoing** in the current stage.
- Feedback will be given through 1:1 discussions with mentors, managers, or the founder.
- Focus is on learning, contribution, and improvement rather than rigid scoring.

5.3 Growth & Learning

- Sophrion encourages self-driven growth — team members are free to suggest projects, tools, and learning resources.
- Exceptional contributions may lead to early promotions, higher responsibility, or leadership roles in future projects.
- Interns who show strong ownership and innovation will be considered for **conversion to full-time roles**.

5.4 Recognition

- Contributions are recognized in team meetings, project showcases, and company updates.
- As the company grows, **formal recognition programs** (bonuses, awards, ESOPs) will be introduced.

Step 6: Workplace Guidelines

6.1 Communication

- **Primary communication**: **Zoho Cliq**

- Use team channels for project discussions, private messages for direct matters, and flag urgent items properly.
- Keep all communication **clear, professional, and respectful**.

6.2 Collaboration Tools

- **Docs & Knowledge Base**: **Zoho WorkDrive** / **Notion**
- Ensure important documents, meeting notes, and research are stored in these platforms for transparency and easy access.
- Keep folder structures organized and avoid duplication.

6.3 Task Management

- **Zoho Projects** (for structured project management and task tracking).
- **Notion** (for lightweight task boards, research, and knowledge-sharing).
- Every team member is expected to update task status regularly so progress is visible.

6.4 Code & Development

- **GitHub** will be used for all code repositories.
- Branching, pull requests, and commit messages must follow project guidelines.
- Access will be role-based — protect repos and avoid pushing sensitive information.

6.5 Time Tracking & Attendance

- **Jibble** / **Zoho People** will be used for attendance and time logs.
- Everyone must mark attendance daily and log work hours honestly.
- This ensures fairness, discipline, and visibility across the team.

6.6 Meetings

- **Zoho Meeting** will be the official video-conferencing tool.
- **Weekly Syncs** for high-level updates, **daily stand-ups** for active project teams.
- Meetings should remain **purpose-driven and time-bound**.

6.7 Remote/Hybrid Work

- Flexible work is allowed, but **core hours (3:00 PM – 8:00 PM IST)** must be observed for collaboration.
- Stable internet and professional behavior in calls are mandatory.

6.8 Professional Conduct

- No harassment, offensive language, or misuse of company resources will be tolerated.
- Respect time zones, deadlines, and each other's focus time.

- Always represent Sophrion with professionalism and integrity.

Step 7: Exit Policy

7.1 Notice Period

- All team members, regardless of role or tenure, are required to provide **30 days' written notice** if they intend to resign.
- Similarly, the company will provide **30 days' notice** in case of termination (except in cases of gross misconduct — see below).
- Notice can be served as workdays or, if mutually agreed, payment in lieu of notice may be provided.

7.2 Resignation Process

- Submit a formal resignation to your reporting manager and HR (if applicable).
- During the notice period:
  - Complete ongoing tasks or hand over responsibly.
  - Update documentation, repos, and project notes.
  - Handover sessions may be scheduled with team members or successor.

7.3 Termination

- The company may terminate employment for reasons including but not limited to:
  - Gross misconduct or violation of company policies.
  - Persistent underperformance despite feedback and support.
  - Breach of confidentiality, misuse of company resources, or ethical violations.
- In such cases, **termination may be immediate**, and final settlements will be calculated accordingly.

7.4 Intern Exit

- Interns are also required to provide **30 days' notice** if leaving early.
- Handover and knowledge transfer must be completed to ensure continuity.

7.5 Final Settlement & Clearance

- The company will process all pending dues, reimbursements, and accrued leave (if applicable) within **30 days of exit**.
- All company property, tools, accounts, and confidential materials must be returned or deactivated before the exit is finalized.
- Access to company systems will be revoked after the last working day.

7.6 Exit Feedback

- Exiting team members may be requested to provide **feedback on their experience** at Sophrion.
- Feedback will help improve culture, processes, and onboarding for future team members.

Step 8: Health, Safety & Well-being

8.1 General Health & Safety

- Sophrion is committed to providing a **safe and secure work environment**, whether in-office or remote.
- Team members are expected to maintain a clean, organized, and ergonomically safe workspace.
- Any health or safety hazards must be reported immediately to the founder or designated SPOC.

8.2 Mental Well-being

- We recognize the importance of mental health in innovation and productivity.
- Team members are encouraged to communicate workload stress or challenges openly.
- Flexible schedules and support are available to maintain a healthy work-life balance.

8.3 Remote Work Considerations

- Ensure a distraction-free environment with stable internet connectivity.
- Take breaks, manage screen time, and maintain physical and mental health while working remotely.

8.4 Emergency Protocols

- In case of health emergencies or accidents during company work hours, inform the relevant authority immediately.
- The company will provide necessary guidance and support to manage emergencies safely.

Step 9: Learning, Development & Recognition

9.1 Learning & Development

- Sophrion fosters a **culture of continuous learning**. Every team member is encouraged to explore new tools, technologies, and approaches relevant to their role and the company's vision.
- Access to learning resources, workshops, or courses may be provided based on company capacity.

- Team members are encouraged to **share knowledge internally**, raising collective expertise and strengthening team capability.

9.2 Growth Opportunities

- Exceptional contributions may lead to **expanded responsibilities, leadership roles, or project ownership**.
- Interns and new team members demonstrating **ownership, innovation, and impact** may be considered for **full-time positions or accelerated growth paths**.

9.3 Recognition

- Achievements and high-impact contributions are acknowledged during **team meetings and company updates**.
- As the company grows, formal recognition mechanisms (bonuses, awards, ESOPs) will be introduced.
- Sophrion believes that **celebrating effort and innovation** motivates the team and strengthens company culture.

Step 10: Acknowledgment & Sign-off

10.1 Purpose

This section ensures that all team members have **read, understood, and agreed** to comply with the policies, guidelines, and culture outlined in the Sophrion Company Handbook.

10.2 Employee/Intern Acknowledgment

I, G.Suryakiran Reddy (Name), acknowledge that I have received, read, and understood the **Sophrion Company Handbook**. I agree to adhere to the company's policies, uphold its values, and contribute responsibly to its mission and vision.

Signature: suryakiran reddy

 Date: 06-10-2025

10.3 Company Acknowledgment

The company confirms that the above employee/intern has been provided access to the handbook and has had the opportunity to clarify any doubts regarding policies, procedures, or culture.

Authorized Signatory (Sophrion): _____

 Date: _____