

Employee Handbook

Introduction

Innovatech is committed to creating an inclusive, collaborative and innovative workplace. This handbook provides employees with guidance on our culture, mission, and expectations. It also explains policies and procedures designed to help each of us succeed and ensure the company operates ethically and responsibly.

Code of Conduct

Employees are expected to act with integrity, professionalism and respect. Discrimination, harassment, and bullying of any kind are strictly prohibited. All employees must maintain confidentiality of proprietary information, avoid conflicts of interest, and comply with all applicable laws and regulations. Ethical behavior is required both inside and outside the workplace.

Benefits

Innovatech offers a comprehensive benefits package including:

- Health Insurance: Medical, dental and vision coverage, with options for dependents.
- Retirement Plans: Company-matched 401(k) with a variety of investment options.
- Paid Time Off: Annual vacation and personal leave, plus paid holidays.
- Wellness Programs: Access to gym discounts, mental health resources and wellness st
- Professional Development: Tuition reimbursement and training opportunities to support growth.

Vacation Policy

Full-time employees accrue 1.5 days of paid time off per month of employment, which may be used for vacation, personal matters or illness. Vacation requests should be submitted to your manager at least two weeks in advance. Unused vacation days may be carried over to the following year up to a maximum of 10 days.

Remote Work Guidelines

Eligible employees may work remotely on a full-time or hybrid basis depending on their role. Remote workers must maintain regular working hours, ensure a safe and productive work environment, and use company-provided VPN and security tools. Regular communication via email, chat, and video meetings is required. Sensitive data must be handled securely when working offsite.