

# **Employee Handbook**

Innovatech Solutions

Updated Edition

# Code of Conduct

Innovatech expects all employees to uphold the highest ethical standards. We treat our colleagues, customers and partners with respect and integrity.

Employees must comply with all applicable laws and company policies. Harassment, discrimination and retaliation are strictly prohibited. Confidential information must be protected, and conflicts of interest should be disclosed.

If you witness any conduct that violates these principles, please report it immediately to your manager, Human Resources or through the anonymous ethics hotline.

# Benefits Overview

Innovatech provides a comprehensive benefits package to support the health, well-being and professional development of our employees. Major benefit programs include:

- Health & Dental Insurance: Multiple plan options with company contributions.
- Retirement Savings (401k): Company match up to 5% of salary.
- Paid Time Off: 20 days of PTO annually plus company holidays.
- Wellness & Fitness: Subsidies for gym memberships and wellness programs.
- Professional Development: Tuition reimbursement and access to online learning platforms.

# Vacation Policy

Eligible employees accrue paid vacation based on years of service. Vacation may be taken in half-day increments and should be scheduled in advance with your manager to ensure adequate coverage.

Accrual Schedule:

0-1 years: 15 days

1-5 years: 20 days

5+ years: 25 days

Employees are encouraged to take their earned time off to rest and recharge. Vacation balances may be carried over up to 5 days each year.

# Remote Work Guidelines

Innovatech supports flexible working arrangements to attract and retain top talent. Eligible employees may work remotely on a full-time or hybrid basis depending on their role and performance.

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. Employees are expected to follow all cybersecurity policies, including multi-factor authentication and encryption of confidential information. Company equipment should not be used by non-employees.