



Employee Handbook

I. Introduction

Welcome to our company! We are thrilled to have you join our team and contribute to our mission of being one of the leading companies with international growth. As an employee of our organization, you play a vital role in achieving our goals and maintaining our reputation as a leading technology company.

This employee handbook serves as a guide to the policies, procedures, and benefits that apply to all employees of our company. We expect all employees to read, understand, and comply with the policies outlined in this handbook.

Our policies are designed to create a positive work environment that is safe, respectful, and inclusive for all employees. We believe in treating all employees fairly and with respect, and we are committed to providing equal opportunities to all employees, regardless of race, color, religion, gender, age, national origin, disability, sexual orientation, or any other characteristic protected by law.

We encourage all employees to take an active role in maintaining a positive work culture and to communicate openly and honestly with their colleagues and supervisors. If you have any questions or concerns about the policies outlined in this handbook, please do not hesitate to speak with your supervisor or a member of the Human Resources team.

Thank you for your commitment to our company, and we look forward to working together to achieve our goals.

General Manager

II. Workplace Policies

Workplace Safety Policy

Our company is committed to providing a safe and healthy work environment for all employees. We believe that workplace safety is everyone's responsibility and that all employees play an important role in maintaining a safe workplace.

Our company complies with all applicable safety regulations and standards set by federal, state, and local authorities. All employees are expected to comply with these regulations and standards and to report any safety violations or concerns to their supervisor or the Human Resources department immediately.

All employees are expected to follow safe work practices and to use all safety equipment provided by the company. Employees should report any malfunctioning safety equipment to their supervisor or the Human Resources department immediately.

We are also providing regular training and education on workplace safety to all employees. All employees are expected to attend and participate in these training sessions and to ask questions or raise concerns as needed.

Confidentiality & Protection of Personal Data

At our Company, we are committed to maintaining the privacy and confidentiality of our clients, employees, and other stakeholders. This includes protecting personal data, such as names, addresses, telephone numbers, email addresses, identification numbers, and other information that could be used to identify an individual. Also, as a technology company, confidentiality is one of the key points for us.

All employees are expected to follow the policies and procedures outlined in this section to ensure the confidentiality and protection of personal data.

Confidentiality

Employees must maintain the confidentiality of all personal data, and only use such data for legitimate business purposes. Personal data must not be disclosed to third parties unless required by law or authorized by our Company. All employees are required to sign a confidentiality agreement before commencing employment.

Personal data must be protected against unauthorized access, destruction, modification, or disclosure. Employees must use secure methods of storing and transferring personal data, and report any suspected or actual security breaches immediately to their manager or the data protection officer.

Protection of Personal Data

Employees must comply with all relevant data protection laws and regulations, including but not limited to the EU General Data Protection Regulation (GDPR) and any other applicable local laws. This includes obtaining consent from individuals before collecting or using their personal data, and ensuring that personal data is accurate, relevant, and kept up-to-date.

All employees must receive appropriate training on the protection of personal data and the company's data protection policies and procedures. Regular training will be provided to ensure that employees are aware of principles of protection of personal data.

Any breach of this policy may result in disciplinary action, up to and including termination of employment. If you have any questions or concerns about the protection of personal data, please contact your manager or the Cybersecurity Department.

Security of Company Issued Equipment and Devices

We issue various types of equipment and devices to employees to enable them to perform their duties efficiently. This equipment includes laptops, mobile phones, tablets, and other related accessories. As a company, we are committed to ensuring the security and protection of our equipment and devices. To achieve this, all employees are required to follow the policies and procedures outlined in this section.

Employees are responsible for the security and protection of company-issued equipment and devices at all times. This includes:

- Keeping equipment and devices in a secure location when not in use.
- Using strong passwords and changing them regularly.
- Keeping software and operating systems up-to-date with security patches and updates.
- Locking screens when leaving devices unattended.
- Not sharing passwords or other sensitive information with anyone.
- Reporting any lost, stolen or damaged equipment or devices immediately to their manager.
- Using company-approved software for storing and transferring data.

III. Working Hours & Leaves

Working Hours

Our company's standard workweek is _____ hours, typically scheduled from _____ to _____, Monday to Friday. We expect all employees to arrive on time and be ready to work at their scheduled start time. If you need to adjust your schedule due to a personal or family obligation, please discuss it with your manager as soon as possible.

Breaks

We encourage all employees to take regular breaks throughout the workday to rest, recharge, and prevent burnout. Depending on your schedule, you may be entitled to one or more breaks throughout the day. Please consult your manager or the HR department to learn more about break policies.

Overwork

We strive to ensure that all employees can complete their work within their regular work hours. However, in some cases, we may require employees to work overtime to complete urgent projects or meet deadlines. If you are asked to work overtime, you will be compensated according to company policy.

Vacation Leave

All employees are eligible for vacation time, which is earned based on length of service and hours worked. To request vacation time, please submit a written request to your manager or the HR department at least _____ days in advance. We will do our best to accommodate all vacation requests, but we may need to limit the number of employees who can be away from work at the same time.

Sick Leave

We understand that employees may need to take time off due to illness or injury. All employees are eligible for sick leave, which is accrued based on length of service and hours worked. To request sick leave, please notify your manager or the HR department as soon as possible. We may require documentation from a healthcare provider to approve sick leave requests.

If you have any questions or concerns about abovementioned or family and medical leave, unpaid leave, holidays etc. please don't hesitate to reach out to your manager or the HR department for assistance.

IV. Disciplinary Code

A workplace disciplinary code is a set of rules and guidelines that define acceptable and unacceptable behavior in the workplace, as well as the consequences for violating these rules. The purpose of a disciplinary code is to ensure that employees understand the company's expectations and standards of conduct and to provide a framework for dealing with disciplinary issues.

When an employee violates the disciplinary code, the Company will typically conduct an investigation to determine the facts of the situation and to determine the appropriate course of action. Depending on the severity of the violation, the company may choose to issue a verbal warning, a written warning, suspension, or termination.

The disciplinary code will be given to you in work first week as all other employees by the HR Department, and any changes or updates will also be communicated in a timely manner to ensure that everyone is aware of the latest policies and expectations. Please review this document carefully and contact HR Department if you have any concerns.

V. Acknowledgement and Receipt

I have received, read and understand the Employee Handbook. I agree to comply with the above mentioned policies and rules during my employment.

Employee's Name:

Date:

Signature:

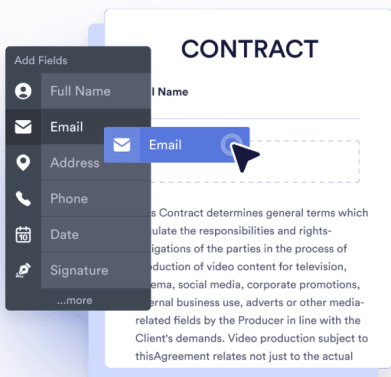


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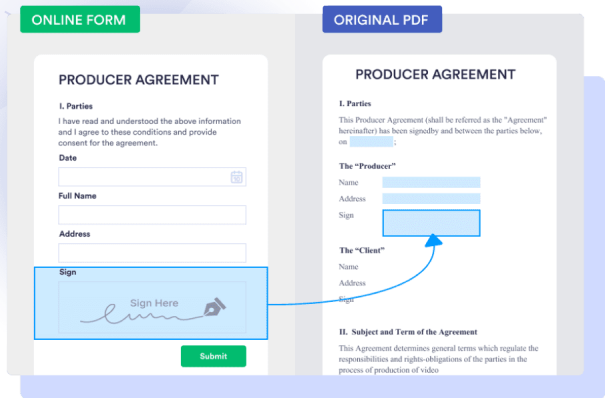
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