

# Employee Handbook

IssuraDoc (Sample) — Professional Services Group

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## Welcome

Welcome to IssuraDoc (Sample). This handbook describes the policies, benefits, and expectations that guide how we work. It is not an employment contract. Either you or the company may end the employment relationship at any time, for any reason, with or without notice, consistent with applicable law.

Please read this handbook carefully. If you have questions, contact Human Resources. This handbook supersedes all prior versions and any verbal representations regarding its contents.

## 1. Our Mission & Values

We deliver fast, high-quality professional services that help our clients operate with confidence. Everything we do is guided by four core values:

- Clarity — We communicate directly and without unnecessary complexity
- Accountability — We own our results, not just our efforts
- Reliability — We do what we say we will do, when we say we will do it
- Respect — We treat every colleague, client, and partner with professionalism

## 2. Employment Policies

### 2.1 Equal Employment Opportunity

IssuraDoc (Sample) is an equal opportunity employer. We do not discriminate in hiring, compensation, promotion, discipline, or termination on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, or local law.

## **2.2 At-Will Employment**

Unless you have a written employment agreement signed by an authorized company officer providing otherwise, your employment is at-will. This means either you or the company may terminate the employment relationship at any time, for any lawful reason or no reason, with or without notice.

## **2.3 Background Checks**

All offers of employment are contingent upon successful completion of a background check appropriate to the role. Results are reviewed in compliance with applicable state and federal law, including the Fair Credit Reporting Act (FCRA).

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## 3. Compensation & Hours

### 3.1 Pay Schedule

Employees are paid bi-weekly (every other Friday). If a payday falls on a company holiday, payment will be made on the preceding business day. Direct deposit is available and encouraged; paper checks may be requested in writing.

### 3.2 Overtime

Non-exempt employees who work more than 40 hours in a workweek will receive overtime pay at 1.5 times their regular rate of pay, in accordance with the Fair Labor Standards Act and applicable state law. Overtime must be approved in advance by your manager.

### 3.3 Time Tracking

All non-exempt employees must accurately record their time using the company's time tracking system. Falsification of time records is grounds for immediate termination.

## 4. Time Off & Leave

### 4.1 Paid Time Off (PTO)

Full-time employees accrue PTO at a rate of 1.5 days per month (18 days per year). Part-time employees accrue on a pro-rata basis. PTO accrual begins on the first day of employment; PTO may be used after 90 days of service.

### 4.2 Holidays

The company observes 10 paid holidays per year. The holiday schedule is published annually by Human Resources no later than November 30 of the preceding year.

### 4.3 Sick Leave

Employees receive 5 days of paid sick leave per year, provided in a lump sum at the beginning of each calendar year. Sick leave does not carry over and has no cash value upon separation. Additional leave may be required by applicable state or local law.

### 4.4 Leave of Absence

Employees may be eligible for unpaid leaves of absence under the Family and Medical Leave Act (FMLA), state family leave laws, military leave (USERRA), or other applicable statutes. Contact Human Resources for eligibility requirements and request procedures.

## 5. Workplace Conduct

### 5.1 Code of Conduct

All employees are expected to conduct themselves professionally and in accordance with company values at all times — in the office, while working remotely, at client sites, and at company-sponsored events. This includes:

- Treating all colleagues, clients, and partners with respect
- Maintaining confidentiality of proprietary and client information
- Complying with all applicable laws and company policies
- Reporting known or suspected policy violations promptly

### 5.2 Anti-Harassment & Discrimination

The company prohibits harassment and discrimination of any kind. This includes unwelcome conduct based on any protected characteristic that creates a hostile, intimidating, or offensive work environment. Violations of this policy will result in disciplinary action up to and including termination.

Employees who experience or witness harassment or discrimination should report it immediately to Human Resources or through the company's anonymous reporting hotline.

## 6. Technology & Data

Company-issued devices and systems are provided for business use. Employees have no expectation of privacy when using company technology. The company reserves the right to monitor, access, and review all information transmitted, stored, or received on company systems.

Employees must comply with all information security policies, including password requirements, encryption standards, and data handling procedures outlined in the IT Security Policy (POL-IT-001).

## 7. Acknowledgment

By signing below, I confirm that I have received, read, and understood this Employee Handbook. I understand that this handbook is not a contract of employment and that the company may update its policies at any time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_