

EMPLOYEE HANDBOOK

EMPLOYMENT GUIDE

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A vertical photograph on the left side of the slide shows a modern office environment. In the foreground, a computer monitor displays a software interface. In the background, a person is seated at a desk, working. The office has large windows and modern lighting fixtures.

Welcome to [Company name]!

We take pride in being a **dynamic and innovative organization** that delivers exceptional products and services that positively impact our customers' lives. Our mission is at the heart of everything we do: to empower people and businesses by providing cutting-edge solutions that make their lives easier and more fulfilling.

At the core of our success is our vibrant organizational culture. We believe in fostering a workplace where collaboration, integrity, and customer focus are the guiding principles. Our commitment to teamwork means that every employee's voice is valued and diversity is welcomed and celebrated. We recognize that our collective strength lies in our unique perspectives and experiences, and together, we are a stronger and more inclusive team.

Mission

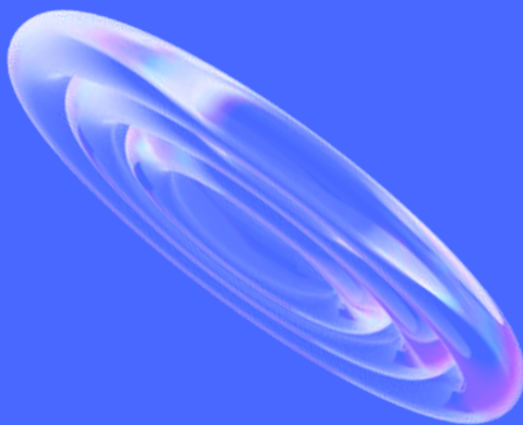


Culture

At [Company name], **our mission** is not just a set of words; it's the driving force behind everything we do. We are deeply committed to empowering individuals and businesses by providing innovative solutions that enhance their lives and operations. This mission is our guiding star, inspiring us to push boundaries and explore new horizons continually. We believe our dedication to excellence can create meaningful change in the world.

Our culture is the cornerstone of our organization. We foster an environment where collaboration, integrity, and customer focus are not just buzzwords but integral aspects of our daily operations. Collaboration is at the heart of our success; we believe the best solutions are born from diverse perspectives and shared ideas. We value integrity above all else, and our commitment to ethical practices ensures that we maintain the trust of our customers, partners, and employees. Customer focus is in our DNA; we prioritize understanding our customers' needs and delivering solutions that exceed their expectations.

Employee Development



Our employees are our most valuable asset, and their development is paramount. We are committed to investing in your growth and providing the tools and opportunities to reach your full potential. Our comprehensive training programs cater to various career stages, ensuring you have the knowledge and skills to excel in your role.

In addition to formal training, we offer **mentorship programs** that connect experienced team members with those eager to learn and progress. We encourage continuous feedback and open communication to foster a culture of ongoing improvement. Whether you're starting your career with us or have years of experience, we are dedicated to helping you achieve your professional goals within our organization.

Diversity and Inclusion



Diversity is one of our core values. We recognize that diverse teams are more innovative, creative, and better equipped to tackle complex challenges. We celebrate differences in race, gender, age, background, and perspectives because we understand that these unique qualities enrich our organization.

Our commitment to diversity and inclusion is unwavering, and we actively work to create an environment where every individual feels valued, respected, and empowered.

We prioritize diversity because it's the right thing to do and drives better outcomes for our organization. We actively seek diverse perspectives to fuel creativity and problem-solving. Our inclusive culture ensures that everyone has equal opportunities for growth and advancement, regardless of their background. By embracing diversity, we can achieve greater success and significantly impact our industry and the world.

Diversity and Inclusion

We understand that **your well-being is crucial**, both personally and professionally. That's why we prioritize work-life balance and support your growth and development. We believe in nurturing talent from within, providing opportunities for learning, and promoting career advancement. Whether you're just starting your career or have years of experience, [Company name] is where you can thrive and excel.

At [Company name], **we're colleagues and a close-knit family**. Our shared dedication to excellence and continuous improvement drives us to exceed our goals while ensuring a supportive and engaging workplace. Together, we aim to make a meaningful impact on our community and the world, aligning our efforts with social and environmental responsibility.

We are excited to have you on our team and embark on this incredible journey together. We'll continue to innovate, create, and build a brighter future for our customers and ourselves. Welcome to the [Company name] family!

Employment Policies of Our Company

These employment policies create a positive, respectful, and productive work environment for all employees. It's essential that all employees familiarize themselves with these policies to ensure a harmonious and compliant workplace. If you have any questions or need further clarification on any policy, please do not hesitate to contact our HR department for guidance.

Here's an overview of the employment policies within our company:



Equal Opportunity and Non-Discrimination Policy

At [Company name], we provide equal employment opportunities to all individuals regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or any other legally protected status. Our hiring, promotion, compensation, and other employment decisions are based on merit and job-related criteria, ensuring our workplace is free from discrimination and harassment.



Anti-Harassment Policy

We maintain a strict policy against harassment of any kind, including but not limited to sexual harassment, bullying, and intimidation. Harassment in the workplace will not be tolerated, and employees are encouraged to report any incidents promptly. We are dedicated to promptly investigating and addressing any complaints, maintaining confidentiality to the fullest extent possible, and taking appropriate corrective action when necessary.



Compensation and Benefits Policy

Our compensation and benefits policy outlines our commitment to competitive and fair compensation packages. It details the components of our compensation structure, including base salary, bonuses, incentives, and benefits such as healthcare, retirement plans, and wellness programs. We regularly review and adjust our compensation packages to remain competitive and reward employees for their contributions.



Work Hours and Attendance Policy

We value punctuality and reliability. Our work hours and attendance policy outlines our expectations regarding regular attendance, punctuality, and proper notification procedures for absences or tardiness. We also provide guidelines for requesting time off, including vacation, sick leave, and personal days, to ensure a balanced work-life integration.



Performance Evaluation and Feedback Policy

We believe in continuous improvement and development. Our performance evaluation and feedback policy outlines our approach to performance reviews, including the criteria, timelines, and processes. We encourage open and constructive communication between employees and supervisors, fostering a culture of feedback, recognition, and growth.



Code of Conduct and Professionalism

We expect all employees to adhere to high professionalism and ethical behavior standards. Our code of conduct outlines guidelines for professional behavior, including respect for colleagues, customers, and partners, confidentiality, conflict of interest, and compliance with laws and regulations.



Termination and Resignation Policy


Our termination and resignation policy provides guidelines for employees and the company in the event of employment termination or voluntary resignation. It covers notice periods, exit procedures, return of company property, and the handling of final compensation and benefits.



Employee Grievance and Dispute Resolution Policy

We are committed to addressing employee concerns and disputes promptly and fairly. Our policy outlines the process for raising grievances and the steps we take to investigate and resolve disputes. We aim to create a supportive and transparent environment where employees can voice their concerns without fear of retaliation.

Code of Ethics and Code of Conduct

A decorative graphic on the left side of the page consisting of overlapping geometric shapes. It includes a dark blue triangle pointing downwards and a purple trapezoid pointing upwards, creating a dynamic, abstract design.

At [Company name], we hold ourselves to the highest ethical standards. Our Code of Ethics and Code of Conduct are the cornerstone of our commitment to integrity, accountability, and ethical behavior in every aspect of our business operations. These codes provide comprehensive guidance to all employees, outlining our expectations for responsible and lawful conduct while representing our organization.

Code of Ethics and Code of Conduct

Integrity and Honesty

At [Company name], we expect all employees to act with the utmost integrity and honesty in their interactions with colleagues, customers, suppliers, and other stakeholders. This includes a firm commitment to accurate and transparent reporting of information and financial transactions and unwavering compliance with all applicable laws and regulations.

Conflict of Interest

Employees of [Company name] are required to proactively identify and avoid conflicts of interest between their personal interests and the interests of the company. When conflicts arise, employees must promptly disclose the conflict and seek guidance from the appropriate channels to ensure transparency and ethical decision-making.

Confidentiality

We emphasize safeguarding the confidentiality of proprietary and sensitive information at [Company name]. All employees are expected to respect and maintain the utmost discretion concerning company information, trade secrets, and confidential data, even after their employment with the company concludes.

Fair Competition

[Company name] is unwavering in its commitment to fostering fair market competition. All employees must adhere meticulously to all antitrust and competition laws, refraining from any activities that could harm or unfairly influence our competitors or customers.

Anti-Corruption and Anti-Bribery

At [Company name], we uphold a steadfast zero-tolerance policy against bribery, corruption, and unethical payments. Employees are unequivocally prohibited from offering, soliciting, or accepting bribes, kickbacks, or any other improper advantage, ensuring a fair and ethical business environment.

Respectful Workplace

We take immense pride in cultivating a respectful and inclusive workplace at [Company name], where every employee is treated with unwavering dignity and respect. Regardless of background, position, or status, discrimination, harassment, or bullying of any kind is categorically prohibited.

Health and Safety

Our employees' and visitors' safety and well-being are paramount concerns at [Company name]. To that end, we mandate strict compliance with all safety regulations, procedures, and guidelines to maintain a safe working environment where employees can thrive.

Use of Company Resources

Company resources, including equipment, facilities, and information systems, must be used judiciously and solely for legitimate business purposes at [Company name]. Unauthorized use or misappropriation of these resources is strictly prohibited to ensure responsible and ethical conduct.

Environmental Responsibility

[Company name] is steadfast in its commitment to environmental responsibility. We encourage our employees to adhere to sustainable practices and rigorously follow company policies to reduce waste and promote environmental stewardship, fostering a greener future for all.

Social Media and Online Conduct

When representing the company online or utilizing social media platforms, employees of [Company name] are expected to adhere rigorously to established guidelines that maintain our organization's positive and professional image. They must also exercise discretion to avoid sharing confidential or misleading information.

Gifts and Entertainment

Employees of [Company name] must exercise the highest degree of discretion when giving or receiving gifts, entertainment, or other favors in business relationships. Gifts should be reasonably priced and strictly comply with all applicable laws and regulations.

Investigations and Disciplinary Action

When allegations of violations are reported, [Company name] conducts thorough and impartial investigations. Should violations be substantiated, disciplinary actions may be taken, ranging from verbal or written warnings to suspension, demotion, or even termination, depending on the severity of the offense.

Reporting Violations

We encourage employees to report violations of our Code of Ethics or Code of Conduct. Reports can be made anonymously through established reporting channels, and [Company name] is committed to protecting whistleblowers from any form of retaliation.

Disciplinary Process

The disciplinary process at [Company name] is meticulously designed to be equitable and consistent. It encompasses a comprehensive review of the facts and circumstances surrounding the violation, with employees provided with an opportunity to present their perspectives. Decisions regarding disciplinary actions are made strictly with company policies and relevant laws.

Appeals Process

Employees have the unequivocal right to appeal disciplinary decisions at [Company name] through established procedures. We ensure that employees are afforded the opportunity to present their case and that appeals are thoroughly and objectively reviewed.

Repeat Offenses

Repeat offenses or particularly egregious violations may result in more severe disciplinary actions at [Company name], potentially including termination of employment. The severity of the action is determined based on the nature and frequency of the violations.

Progressive Discipline

[Company name]'s approach to disciplinary action is firmly rooted in progressiveness. We view discipline as a constructive tool for education and rehabilitation, always striving to provide opportunities for employees to learn from their mistakes and grow as individuals.

Rehabilitation and Training

In certain cases, [Company name] may offer employees rehabilitation or additional training as part of the disciplinary process. This approach aims to help employees correct their behavior, allowing them to continue employment with the company.

Record Keeping

[Company name] maintains meticulous and accurate records of all disciplinary actions, investigations, and appeals. This practice ensures transparency, accountability, and adherence to our established procedures.

Review and Updates

The Codes of Ethics and Conduct at [Company name] are subjected to periodic reviews to ensure ongoing relevance and effectiveness in guiding our employees' behaviour. Updates and revisions are made as necessary to reflect changes in laws, regulations, and industry standards.

At [Company name], we take our commitment to ethical conduct seriously, and we expect every employee to uphold these principles in their daily work. Our Codes of Ethics and Conduct reflect our dedication to maintaining a culture of integrity and accountability within our organization.

Employee Benefit Programs

At [Company name], we are committed to supporting your overall well-being and career growth through a comprehensive array of employee benefit programs. These offerings are designed to enhance your quality of life, provide financial security, and promote a healthy work-life balance, ensuring that you have the resources and support you need to thrive in both your personal and professional life.



Here's an extensive overview of our Employee Benefit Programs:

Comprehensive Health Coverage

At [Company name], we believe in prioritizing the health and well-being of our employees. Our health insurance plans provide extensive coverage, including medical, dental, and vision, ensuring that you and your family have access to quality healthcare.

Flexible Spending Accounts (FSAs)

To further support your healthcare needs, we offer Flexible Spending Accounts (FSAs) that allow you to set aside pre-tax dollars for medical and dependent care expenses. FSAs provide financial flexibility and tax advantages to help you manage your healthcare expenses efficiently.

Retirement Savings Plans

Planning for your future is crucial, and we provide a robust retirement savings program. Our 401(k) plan includes company matching contributions, allowing you to save for retirement with the added benefit of employer support.

Employee Assistance Program (EAP)

We understand that life can present challenges. Our EAP offers confidential counseling and support services to help you navigate personal and work-related issues, ensuring you have access to the help you need.

Life and Disability Insurance

We offer life insurance coverage to provide financial security to your loved ones in the event of unforeseen circumstances. Additionally, disability insurance helps protect your income if you become unable to work due to illness or injury.

Paid Time Off (PTO)

We value work-life balance, and our PTO program provides paid time off for vacation, holidays, and personal days. This ensures you have the flexibility to recharge and spend quality time with loved ones.

Parental Leave

Welcoming a new member to your family is a significant event. Our parental leave policy provides eligible employees with paid time off to bond with their newborn or newly adopted child, ensuring you can focus on your family during this important time.

Educational Assistance

We encourage lifelong learning and offer educational assistance programs that support your professional development. You can pursue further education or certifications, and we may provide financial assistance or reimbursement for approved courses.

Employee Recognition and Rewards

We believe in recognizing and rewarding your hard work and dedication. Our employee recognition programs celebrate your achievements and contributions to the company, ensuring you feel valued and appreciated.

Wellness Programs

We promote a healthy lifestyle through wellness programs that offer resources, challenges, and incentives to help you maintain and improve your physical and mental well-being.

Professional Development

Continuous learning is essential for growth. We provide opportunities for professional development through workshops, seminars, and access to online courses to enhance your skills and knowledge.

Employee Stock Purchase Plans (ESPP)

You can become a shareholder in our company through our Employee Stock Purchase Plan, which allows you to purchase company stock at a discounted price, helping you build financial wealth over time.

Flexible Work Arrangements

We understand the importance of work flexibility. Depending on your role and circumstances, we offer options for remote work, flexible hours, and compressed workweeks to help you achieve a work-life balance that suits your needs.

Transportation and Commuting Benefits

We offer transportation benefits, such as commuter programs or subsidies for public transportation, to ease your daily commute and reduce your transportation costs.

Legal Assistance

Our legal assistance program provides access to legal resources and consultations to help you navigate legal matters that may arise in your personal or professional life.

Tuition Reimbursement

If you seek to further your education, our tuition reimbursement program can cover a portion of your tuition costs, supporting your pursuit of higher education and career advancement.

Sabbatical Leave

In recognition of your dedication and long-term commitment, we offer sabbatical leave options that allow you to take an extended break to rest, recharge, and pursue personal interests.

Onsite Wellness Facilities

Some of our locations provide onsite fitness facilities and wellness amenities to help you stay active and maintain a healthy lifestyle.

Employee Discounts

Take advantage of exclusive employee discounts on various products and services, allowing you to save money on everyday expenses and special purchases.

Financial Planning and Counseling

We provide access to financial planning and counseling services to help you manage your finances, plan for the future, and achieve your financial goals.

Timekeeping and Payroll

Timekeeping and payroll at [Company name] are essential components of our commitment to **employee satisfaction** and fair compensation. Our streamlined, accurate, and compliant processes are designed to ensure that you receive your earnings promptly and that your time and contributions are accurately recognized and rewarded.

We are dedicated to providing you with the support and resources needed to make these processes as seamless as possible, while also maintaining strict confidentiality and security standards to protect your sensitive information. If you have any questions or require further assistance regarding timekeeping or payroll, please do not hesitate to reach out to our HR or payroll teams.

Timekeeping & Payroll

Timekeeping and payroll management are critical components of our commitment to ensuring that employees are compensated fairly and accurately for their work at [Company name]. These processes are designed to streamline and automate the tracking of hours worked, attendance, and the distribution of salaries, wages, and benefits.

Timekeeping:

- **Clock-In/Out Systems:** We use modern time-tracking systems that allow employees to clock in and out electronically. These systems record work hours accurately and prevent errors often associated with manual time tracking.
- **Timesheets:** For employees who need to submit timesheets, we provide easy-to-use templates. Accurate and timely submission of timesheets is essential to ensure correct compensation.
- **Overtime Monitoring:** We closely monitor overtime hours to ensure compliance with labor laws and regulations. Any overtime work is compensated according to legal requirements and company policies.
- **Leave Tracking:** Our systems also track vacation, sick leave, and other types of paid time off. This ensures that employees receive the correct amount of paid leave and that any requests for time off are accurately accounted for.

Payroll Management:

- **Payroll Processing:** We follow a consistent payroll schedule to ensure that employees are paid on time, whether on a weekly, bi-weekly, or monthly basis. Our payroll team meticulously processes payroll, accounting for hours worked, deductions, and taxes.
- **Direct Deposit:** To simplify and expedite the payment process, we offer direct deposit services, which allow employees to have their salaries deposited directly into their bank accounts.
- **Pay Stubs:** Each pay period, employees receive detailed pay stubs outlining their earnings, deductions, and tax withholdings. This transparency ensures that employees can verify the accuracy of their compensation.
- **Tax Compliance:** We adhere to all tax regulations and guidelines, withholding the appropriate federal, state, and local taxes from employee paychecks and remitting them to the respective tax authorities. We also provide annual W-2 forms for tax reporting purposes.

Compliance and Security:

- **Data Security:** [Company name] takes data security seriously. Employee information is kept confidential, and we use secure systems to protect sensitive data from unauthorized access.
- **Regulatory Compliance:** Our payroll processes adhere to all federal, state, and local labor laws and tax regulations. We continuously monitor and update our procedures to remain compliant with evolving laws.
- **Audits and Reporting:** Regular audits are conducted to verify the accuracy of our payroll calculations and processes. Detailed reports are maintained to provide a transparent record of payroll transactions.

Employee Self-Service:

- **Online Portals:** We offer self-service portals where employees can access their payroll information, review pay stubs, and change their personal information, such as banking details or tax withholdings.
- **Help and Support:** Our HR and payroll teams can assist employees with any questions or concerns related to timekeeping, payroll, or tax matters. We provide prompt and clear responses to address any issues that may arise.

Continuous Improvement:

- **Feedback Loop:** We value feedback from our employees and actively seek input to continually improve our timekeeping and payroll processes. Your input helps us enhance efficiency and accuracy.
- **Training and Development:** We invest in training our payroll and HR staff to stay updated with the latest regulations and technologies, ensuring our processes remain efficient and compliant.

Work Conditions & Hours

At [Company name], we prioritize creating a work environment that promotes our **employees' well-being, productivity**, and job satisfaction. We understand that the modern workplace has evolved, and flexibility is key to achieving a work-life balance. Therefore, we offer a range of options to cater to various needs, including flexible work hours and remote work opportunities, where applicable. These flexible arrangements empower you to manage your work schedule in a way that aligns with your personal commitments.


We also place a high premium on **workplace safety**. Your safety and health are of utmost importance to us, and we maintain rigorous safety protocols, along with comprehensive training, to ensure a secure work environment. If you ever encounter safety concerns, please report them promptly so we can take immediate action.

To enhance your **comfort and productivity**, we provide ergonomic workspaces to reduce the risk of discomfort or injury. These guidelines encompass workstation setups, chair adjustments, and best practices for maintaining good posture, ensuring you can work comfortably and efficiently.

Regular breaks and rest periods are encouraged to maintain focus and productivity throughout the day. We understand that recharge is essential, and we provide scheduled breaks to facilitate this. Additionally, our facilities have amenities like comfortable break areas, kitchens, and recreational spaces where you can relax and socialize with colleagues during your downtime.

We are committed to fostering an **inclusive workplace** and offer accommodations for individuals with diverse needs. If you require specific accommodations due to a disability or other circumstances, please inform our HR department. We will work closely with you to ensure that your workspace and work arrangements are tailored to support your needs and enable effective job performance.

Balancing workload and achieving a healthy work-life balance is vital. Open communication between employees and managers is encouraged to ensure that workloads are manageable and aligned with individual capabilities. We aim to prevent burnout and promote long-term job satisfaction, as a well-balanced work environment leads to happier and more productive employees.

Our commitment at [Company name] is to provide a **supportive, inclusive, and flexible work environment**. We value your feedback and encourage you to communicate any concerns or suggestions about your work conditions and hours. Our overarching aim is to create a positive workplace where you can professionally and personally thrive.

Safety and Security Procedures

At [Company name], the safety and security of our employees, customers, and assets are paramount. We have implemented comprehensive safety and security procedures to create a secure work environment and protect against potential threats. These procedures cover a wide range of areas to ensure the well-being and peace of mind of everyone associated with our organization.

Physical Security:

Our facilities are equipped with state-of-the-art security systems, including access control measures, surveillance cameras, and alarms, to prevent unauthorized access and protect our premises and assets.

Emergency Preparedness:

We prioritize readiness for unexpected events. Our emergency preparedness procedures include regular drills, evacuation plans, and designated emergency response teams to ensure a swift and coordinated response in case of fire, natural disasters, or other emergencies.

Workplace Safety:

We maintain strict safety protocols to protect employees from workplace hazards. This includes safety training, hazard assessments, and the use of personal protective equipment (PPE) when necessary.

Health and Wellness Programs:

Our commitment to employee well-being extends to health and wellness programs that promote physical and mental health. These programs provide resources, information, and support to help employees lead healthier lives.

Cybersecurity:

In today's digital age, cybersecurity is of utmost importance. We have robust cybersecurity measures in place to safeguard sensitive data and protect against cyber threats, including regular security assessments and employee training.

Data Privacy:

Compliance with data privacy regulations is a priority. We ensure that personal data is collected, processed, and stored in accordance with applicable laws and industry best practices.

Visitor Management:

To maintain a secure environment, we have visitor management procedures in place. All visitors must sign in and receive proper identification, helping us monitor access to our premises.

Information Security:

We maintain strict information security protocols to protect sensitive and confidential information. Access to such data is restricted, and encryption and authentication measures are in place to prevent unauthorized disclosure.

Reporting Security Incidents:

We encourage all employees to report any security incidents or concerns promptly. A dedicated reporting mechanism ensures that potential threats are addressed promptly and appropriately.

Crisis Management:

In the event of a crisis, we have well-defined crisis management procedures that prioritize employee safety and effective communication to manage the situation swiftly and responsibly.

Travel Safety:

We provide travel safety guidelines and resources for employees who travel as part of their roles. These include travel alerts, safety tips, and access to emergency assistance when needed.

Secure IT Infrastructure:

Our IT infrastructure is designed with security in mind. We regularly update software, employ firewalls, and conduct vulnerability assessments to protect against cyber threats.

Incident Response:

In the event of a security incident, we have a well-defined incident response plan. This includes containment, investigation, and recovery procedures to minimize the impact and prevent recurrence.

Access Control:

Physical access to our premises is strictly controlled. Only authorized personnel can access specific areas, and visitor badges are issued to distinguish between employees and guests.

Security Awareness Training:

We provide regular security awareness training to ensure employees are well-informed about security procedures. This empowers employees to recognize potential threats and take appropriate actions.

Employee Identification:

Employees are issued identification badges that must be worn visibly while on company premises. This helps identify authorized personnel and enhances security.

Workplace Violence Prevention:

We have workplace violence prevention policies in place to maintain a safe and respectful work environment. Reporting mechanisms are in place for employees to raise concerns about potential threats.

Employee Responsibilities:

We emphasize that security is a shared responsibility. All employees must adhere to security procedures, report suspicious activities, and take necessary precautions to protect themselves and the company.

Security Audits and Assessments:

Regular security audits and assessments are conducted to identify vulnerabilities and ensure that security procedures are up-to-date and effective.

Continuous Improvement:

Our commitment to safety and security is ongoing. We continually evaluate and enhance our procedures to adapt to evolving threats and technologies, ensuring that [Company name] remains a secure and trusted organization.

Employment Separation

At [Company name], we are committed to supporting your overall well-being and career growth through a comprehensive array of employee benefit programs. These offerings are designed to enhance your quality of life, provide financial security, and promote a healthy work-life balance, ensuring that you have the resources and support you need to thrive in both your personal and professional life.

Resignation

[Company name] requests that individuals provide at least two weeks' written notice of their intent to resign. This notice should be submitted to an individual's manager. Depending upon the circumstances, an individual may be asked not to work any or all of their notice period, in this case, they will be allowed to use up to two weeks of accrued paid time off, if available, from the time notice is given. An exit interview may be requested.

Termination

All employment with [Company name] is "at-will." This means that either [Company name] or the individual can terminate the employment relationship at any time, with or without notice, and for any reason allowed by law or for no reason. An individual's at-will status can only be changed by a written contract signed by the individual and the CEO.

Personal possessions and return of company property

All [Company name] property, such as computer equipment, keys, tools, parking passes, or [Company name] credit cards, must be returned immediately at the time of termination.

Personnel may be responsible for any lost or damaged items. When leaving, individuals should ensure that they take all of their personal belongings with them.