EXAMPLE TECHNOLOGIES LTD.

Employee Handbook

Policies, benefits and expectations for all staff

Version 4.1 | Effective 1 March 2026

Owner: People & Culture Department

Document ID: EXT-PC-POL-004

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Demo document. All company names, people and figures are fictional.

Contents

Section 1 About This Handbook **3**

Section 2 Joining the Company **3**

2.3 Probationary Period 4

Section 3 Working Hours, Attendance and Leave **4**

3.4 Annual Leave 5

Section 4 Pay and Benefits **6**

Section 5 Conduct, Confidentiality and IT Use **7**

Section 6 Performance, Discipline and Grievances **8**

Employee Acknowledgement **8**

Section 1 About This Handbook

1.1 Purpose

This Handbook sets out the policies, procedures and standards of conduct that apply to everyone who works for Example Technologies Ltd. (the "Company"). It is designed to help you understand what you can expect from the Company and what the Company expects from you. Please read it carefully and keep it for future reference.

1.2 Scope

This Handbook applies to all employees, whether full-time or part-time, permanent or fixed-term, at every Company office. Contractors, interns and agency workers must comply with the sections on conduct, confidentiality and IT use, but are otherwise governed by the terms of their own agreements.

1.3 Status of this Handbook

Unless expressly stated otherwise, the policies in this Handbook do not form part of your contract of employment. Where this Handbook and your employment contract differ, your contract prevails. The Company may update this Handbook from time to time to reflect changes in the business or in applicable law. Material changes will be communicated by email and on the staff intranet at least fourteen (14) days before they take effect.

1.4 Questions

If anything in this Handbook is unclear, please speak to your line manager in the first instance or contact the People & Culture Department.

Section 2 Joining the Company

2.1 Equal Opportunities

The Company is committed to providing equal opportunities in recruitment, training, promotion and all other aspects of employment. Decisions are based on merit, skills and the requirements of the role. We do not tolerate discrimination on the grounds of sex, race, nationality, religion or belief, disability, age, marital status or any other characteristic protected by applicable law.

2.2 Pre-Employment Checks

All offers of employment are conditional upon the following being completed to the Company's reasonable satisfaction:

(a) verification of your identity and your right to work;

(b) receipt of satisfactory references covering at least the previous two (2) years;

(c) confirmation of any qualifications or professional memberships that are essential to the role; and

(d) for roles with access to customer data, a background check carried out by an approved third-party provider.

If any information you provide during recruitment is later found to be materially false or misleading, the Company may withdraw the offer or, where employment has started, take disciplinary action under Section 6.

2.3 Probationary Period

New employees serve a probationary period of three (3) months, which may be extended once by up to a further three (3) months where the Company considers that more time is needed to assess your suitability. During probation:

(a) your manager will agree written objectives with you within your first two weeks;

(b) you will have formal review meetings at the end of the first and third months; and

(c) either party may end employment by giving one (1) week's written notice.

You will be informed in writing when you have successfully completed your probationary period.

2.4 Induction

All new starters attend a two-day induction programme covering the Company's products, security practices and internal tools. You will also be assigned a "buddy" from outside your immediate team, who will be available to answer practical questions during your first three months.

Section 3 Working Hours, Attendance and Leave

3.1 Normal Working Hours

Normal working hours are 37.5 hours per week, Monday to Friday, with core hours from 10:00 to 16:00. Within those limits, you may agree a regular start and finish time with your manager. Employees in customer support roles work according to a published rota, which is issued at least two weeks in advance.

3.2 Hybrid Working

Most roles may be performed on a hybrid basis, with a minimum of two (2) days per week in the office. Your manager may require additional office attendance for team events, onboarding or client meetings. When working remotely, you must:

(a) be contactable by phone and instant messaging during core hours;

(b) work from a private location where confidential information cannot be overseen or overheard; and

(c) use only Company-approved devices and networks, as described in Section 5.4.

3.3 Absence Reporting

If you are unable to attend work for any reason, you must notify your manager by telephone or instant message no later than 30 minutes after your usual start time, stating the reason for your absence and when you expect to return. Text messages left with colleagues are not sufficient. For sickness absence of more than three (3) consecutive working days, a medical certificate is required.

3.4 Annual Leave

The holiday year runs from 1 January to 31 December. Full-time employees are entitled to annual leave as shown in the table below, in addition to public holidays. Entitlement for part-time employees is calculated on a pro-rata basis.

Table 1. Annual leave entitlement

Length of continuous service	Days per year	Notes
Less than 2 years	20	Pro-rated in the year of joining
2 to 5 years	22	Increase applies from 1 January following the anniversary
More than 5 years	25	Plus one additional “wellbeing day” per year

Leave requests must be submitted through the HR system at least two (2) weeks in advance for periods of five days or more. Up to five (5) days of unused leave may be carried over into the first quarter of the following year; any remaining balance will lapse unless your manager has confirmed in writing that business needs prevented you from taking it.

3.5 Other Leave

In addition to annual leave, you may be entitled to the following types of leave. Further details are available on the intranet.

(a) *Parental leave.* Maternity, paternity and adoption leave in accordance with applicable law, with enhanced Company pay for eligible employees as set out in the Family Leave Policy.

(b) *Compassionate leave.* Up to five (5) days of paid leave following the death of a close family member.

(c) *Volunteering leave.* Up to two (2) days per year to support a registered charity or community project, subject to manager approval.

(d) *Unpaid leave.* Requests are considered case by case and must be approved by your department head.

Section 4 Pay and Benefits

4.1 Salary Payments

Salaries are paid monthly in arrears by bank transfer on or before the 25th day of each month. If the 25th falls on a weekend or public holiday, payment will be made on the preceding working day. Your payslip is available on the HR system and shows your gross pay, deductions and net pay. Please report any discrepancy to the payroll team within ten (10) working days.

4.2 Salary Reviews

Salaries are reviewed annually in April. Any increase is at the Company's discretion and takes into account individual performance, market data and the Company's financial results. A salary review does not guarantee an increase.

4.3 Overtime

Employees in eligible roles who are asked to work beyond their normal hours will either be paid for the additional time or granted time off in lieu, as agreed with their manager in advance. Overtime must be approved before it is worked, except in a genuine emergency.

4.4 Benefits

Subject to eligibility rules and the terms of the relevant schemes, employees receive:

(a) private medical insurance for the employee, with optional cover for dependants at a discounted rate;

(b) a Company pension contribution of 5% of basic salary, rising to 7% where the employee contributes at least 5%;

(c) an annual learning budget of 6,000 per employee for courses, books and certification fees; and

(d) a home-working allowance of 150 per month for employees on a hybrid working arrangement.

> Amounts in this Handbook are shown in the Company's local currency. Benefits are reviewed annually; the current scheme rules on the intranet take precedence over any summary in this Handbook.

4.5 Business Expenses

The Company will reimburse reasonable expenses that are wholly and necessarily incurred in the course of your duties. Claims must be submitted with itemised receipts within thirty (30) days. Travel must be booked through the Company's travel portal; economy class is standard for all flights under six (6) hours.

Section 5 Conduct, Confidentiality and IT Use

5.1 Standards of Conduct

You are expected to behave professionally and treat colleagues, customers and partners with courtesy and respect. Bullying, harassment and victimisation are not tolerated in any form, whether in person, in writing or online.

5.2 Conflicts of Interest

You must declare to the People & Culture Department any interest that may conflict, or appear to conflict, with your duties to the Company. This includes:

(a) any secondary employment or business activity;

(b) any financial interest in a supplier, customer or competitor; and

(c) any close personal relationship with a colleague in your reporting line.

Gifts or hospitality with a value above 300 must be recorded in the gifts register and approved by your department head before acceptance.

5.3 Confidential Information

During and after your employment, you must not disclose or misuse any confidential information belonging to the Company, its customers or its partners. Confidential information includes, but is not limited to, source code, product roadmaps, pricing, customer lists and personal data. This obligation continues after your employment ends.

5.4 Use of IT Systems

Company devices, accounts and networks are provided for business purposes. Limited personal use is permitted provided that it does not interfere with your work or breach this Handbook. In particular, you must:

(a) keep passwords private and enable multi-factor authentication on all Company accounts;

(b) not install unapproved software or connect unapproved storage devices;

(c) store Company data only in approved systems, never on personal devices or personal cloud accounts; and

(d) report any suspected security incident, including a lost device or a suspicious email, to the IT Service Desk immediately.

The Company may monitor the use of its IT systems to the extent permitted by applicable law, for example to protect against security threats or to investigate suspected misconduct.

Section 6 Performance, Discipline and Grievances

6.1 Performance Reviews

Performance is reviewed twice a year, in June and December. Reviews consider both what you have achieved against your objectives and how you have worked with others. Ratings inform salary reviews, bonus awards and promotion decisions.

6.2 Disciplinary Procedure

Where there are concerns about conduct, the Company will normally follow these stages, although it may begin at a later stage depending on the seriousness of the matter:

(a) informal discussion with your manager;

(b) first written warning, which remains on file for six (6) months;

(c) final written warning, which remains on file for twelve (12) months; and

(d) dismissal.

Before any formal action is taken, you will be told of the allegations in writing, given the opportunity to respond at a meeting, and allowed to be accompanied by a colleague. Gross misconduct, such as theft, fraud, violence or a serious breach of confidentiality, may result in dismissal without notice.

6.3 Raising a Grievance

If you have a concern about your work, working conditions or relationships with colleagues, you should first raise it informally with your manager. If the matter is not resolved, you may submit a formal written grievance to the People & Culture Department, which will arrange a meeting within ten (10) working days and confirm its decision in writing. You have the right to appeal against that decision within five (5) working days.

Employee Acknowledgement

I confirm that I have received and read the Example Technologies Ltd. Employee Handbook (Version 4.1) and that I understand my responsibilities under it.

Employee name: _____

Department: _____ Employee ID: _____

Signature: _____ Date: _____