



EMPLOYEE HANDBOOK

(HR POLICIES)

Outlines core HR policies for SummitWorks
Solutions employees.



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Introduction

Introduction Welcome to SummitWorks Solutions. As part of our team, you are an essential contributor to our mission: delivering innovative technology and consulting solutions that empower our clients to achieve new heights of performance and efficiency. This handbook has been prepared to familiarize you with our history, culture, policies, and benefits, and to set clear expectations for conduct and performance. It is important to note that this handbook is intended as a general guide and not as an exhaustive list of every policy or procedure.





History and Culture

Founded in 2009, SummitWorks Solutions has grown from a three-person consulting practice into a diversified technology and strategy firm with clients in finance, healthcare, retail, and manufacturing. Our headquarters in Fort Lauderdale, Florida, serves as the hub for our nationwide and remote workforce. We pride ourselves on a culture of integrity, innovation, and teamwork. Our “Summit Principles” — Respect, Curiosity, Accountability, and Service — guide our decisions and shape our workplace environment.

Work Hours and Scheduling

The standard workweek for full-time employees is 40 hours, typically Monday through Friday from 8:30 AM to 5:30 PM, with an hour for lunch. Flexible scheduling arrangements may be approved by supervisors to accommodate different time zones, personal commitments, or project demands. All employees are expected to keep their calendars updated and to notify their managers promptly of any anticipated absences.



Paid Time Off (PTO)

SummitWorks Solutions believes in the importance of rest and work-life balance. Full-time employees accrue 15 days of paid time off annually, which is earned at a rate of 1.25 days per month. PTO may be used for vacation, personal time, or religious observances. Requests should be submitted at least 10 business days in advance through the HR portal, though exceptions may be made for emergencies. Up to 5 unused PTO days may be carried into the following calendar year; any excess will be forfeited unless otherwise approved by HR.

Sick Leave

Employees are entitled to 7 paid sick days per year, available for personal illness, injury, or to care for an immediate family member. Sick leave must be reported to your direct supervisor as soon as possible, ideally before the start of the workday. Absences exceeding three consecutive days require a medical certificate or doctor's note. Unused sick days do not carry over into the next year.



Remote Work Policy

As a hybrid organization, SummitWorks Solutions offers eligible employees the opportunity to work remotely up to three days per week. Fully remote positions may be approved depending on role requirements and performance history. Remote workers are expected to:

- *Maintain standard business hours unless otherwise agreed.*
- *Ensure a reliable internet connection and secure work environment.*
- *Be available for video conferences, client calls, and team check-ins.*
- *Follow the company's data security protocol*

Dress Code

Business casual attire is the standard Monday through Thursday. This includes collared shirts, blouses, sweaters, slacks, skirts, and dresses. Jeans are acceptable on Fridays, provided they are neat and free from holes or fraying. When meeting with clients, attending trade shows, or representing the company at public events, business professional attire is required.



Workplace Conduct

Our conduct standards are rooted in mutual respect and professionalism. Employees must:

- *Treat colleagues, clients, and partners courteously and respectfully. Refrain from any form of harassment, discrimination, or bullying.*
- *Uphold confidentiality agreements and safeguard sensitive data.*
- *Use company property, including technology resources, respons*

Anti-Discrimination Policy

SummitWorks Solutions is committed to a workplace free from unlawful discrimination and harassment. Employment decisions are based on qualifications, performance, and business needs. We do not tolerate discrimination or harassment based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other status protected by law.

Performance Reviews

Formal performance reviews are conducted annually in Q4, with mid-year check-ins in Q2. Reviews evaluate individual performance, contributions to team objectives, and alignment with company values. Performance ratings may influence merit-based pay adjustments, promotions, or professional development plans.



Training and Development

We believe in continuous learning. Employees have access to:

- *Structured onboarding programs.*
- *Quarterly professional development workshops.*
- *Tuition reimbursement for approved degree or certification programs.*
- *A curated library of online courses in technology, leadership, and client service.*

Health and Safety

SummitWorks Solutions is dedicated to providing a safe and healthy work environment. All employees must comply with OSHA standards and report hazards or unsafe conditions to HR immediately. In the event of an emergency, follow posted evacuation routes or remote-work contingency procedures.

Acknowledgment

All employees are required to sign the Employee Handbook acknowledgment form within their first week of employment, confirming that they have read, understood, and agreed to comply with these policies.



Thank You
