Employee Handbook

Welcome to Quantum Dynamics

This handbook provides an overview of Quantum Dynamics' policies, procedures, and benefits. While comprehensive, it is not exhaustive. Specific questions should be directed to your manager or the HR department at hr@quantumdynamics.com.

Company Overview

Founded in 2018, Quantum Dynamics specializes in AI-powered business intelligence solutions for mid-market enterprises. Our mission is to democratize data-driven decision making through accessible, powerful tools.

Core Values

- **Innovation**: Challenge assumptions and embrace creative solutions
- **Integrity**: Maintain transparency and ethical standards in all interactions
- **Collaboration**: Value diverse perspectives and skills
- **Impact**: Focus on meaningful outcomes for customers and society

Employment Policies

Equal Employment Opportunity

Quantum Dynamics is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, gender identity, or veteran status.

At-Will Employment

Employment with Quantum Dynamics is voluntary and "at-will." This means employees are free to resign at any time, with or without cause, and Quantum Dynamics may terminate the employment relationship at any time, with or without notice or cause.

Work Hours

- Standard business hours: 9:00 AM - 5:00 PM, Monday through Friday
- Flexible schedules available with manager approval
- Remote work options available for most positions

Compensation and Benefits

Compensation

- Bi-weekly pay periods
- Direct deposit available

- Annual performance reviews with potential salary adjustments

Health Benefits

- Medical, dental, and vision insurance (75% employer-paid)
- Health Savings Account (HSA) option with employer contribution
- Mental health services through Modern Health

Retirement

- 401(k) plan with 4% company match
- 100% vested after 3 years of employment

Time Off and Leave

Paid Time Off (PTO)

- 15 days annually for first 2 years
- 20 days annually for years 3-5
- 25 days annually after 5+ years
- PTO accrues per pay period

Company Holidays

The following holidays are observed: - New Year's Day - Martin Luther King Jr. Day - Presidents' Day - Memorial Day - Juneteenth - Independence Day - Labor Day - Thanksgiving Day and the following Friday - Christmas Eve and Christmas Day

Parental Leave

- 12 weeks paid parental leave for primary caregivers
- 6 weeks paid parental leave for secondary caregivers

Code of Conduct

Professional Expectations

- Maintain a respectful, inclusive work environment
- Protect confidential company and customer information
- Avoid conflicts of interest
- Report workplace concerns through appropriate channels

Dress Code

Business casual attire is appropriate for office days. More casual attire is permitted on Fridays and during remote work.

Workplace Safety and Security

Emergency Procedures

Emergency evacuation plans are posted in all office locations and reviewed annually. Report safety concerns to facilities@quantumdynamics.com.

Security

- All employees must wear ID badges in office locations
- Visitors must be escorted by an employee at all times
- Report security concerns to security@quantumdynamics.com

Employee Resources

Learning & Development

- $2,000 annual education stipend
- Access to LinkedIn Learning courses
- Internal mentorship program

Employee Assistance Program

Confidential counseling and resource referrals available 24/7 at 1-800-555-EAP1.