

Expats.cz Company Policies

Last updated: 07.01.2024 / Effective immediately

Vacation Policy

Each Expats.cz employee or contractor is entitled to a total of 25 vacation days annually. Vacation days must be used within the calendar year and are not transferable to the following year. In case vacation days are not used within the allocated year, they will be forfeited. Generally, 5 vacation days are reserved for the end of the year. Expats.cz reserves the right to determine the specific days (3-5 days) for this allocation on a yearly basis.

The remaining 20 days are subject to managerial approval. Employees / contractors must submit their vacation requests by email to the following people:

Sales Team : Pavla Engel

Content Team : Elizabeth Haas

Dev team : Jan Purkrábek

The above team members will review the respective vacation requests and either approve or decline them. Once approved, the manager (Pavla Engel for Sales Team, Jan Purkrábek for Content and Dev) will record the allocated vacation in the [Expats.cz Staff Holidays sheet](#). Employees / contractors will be asked to add their approved vacation dates to the Expats.cz Team Calendar (on Google Calendar).

Key Vacation Guidelines:

Vacation requests totalling 3 or more days must be submitted at least 5 working days before the start of the requested vacation period to ensure contingencies. For 1-2 days, requests must be submitted at least 48 hours prior. Failure to do so may result in the request being denied.

Home Office Policy

Expats.cz employees are entitled to home office arrangements based on established team allocations. Mondays and Thursdays are excluded to ensure the availability of all team members for one-on-one meetings or other necessary in-person interactions.

Working Hours

All employees / contractors have fixed working hours as follows:

Monday - Thursday : 9:00 AM - 17:00 PM - 1 hour for lunch

Friday : 9:00 AM - 15:30 PM - 1 hour for lunch

Expenses and Reimbursements Policy

Receipts for eligible expenses must be submitted to Veronika Vořtová by the end of the month in which the expenses were incurred. Reimbursements will be processed and paid to employees or contractors by the 10th day of the following month. Failure to provide valid receipts may result in non-payment.

For exceptional payments, prior approval is required from Jan Purkrábek.

Salary and Invoice Payments Policy

Salary and invoice payments for completed work in a given month should be

sent no earlier than the 1st calendar day of the following month and will be paid no later than the 10th day of the same month.

General Code of Conduct

Employees and contractors are expected to exercise due care in handling company property, including and not limited to electronic devices (laptops, phones, monitors etc.). All items owned by the company must be kept clean at all times. Company property is to be used exclusively by employees / contractors. Third party usage is not permitted for security reasons.

All devices are logged in the Equipment Inventory sheet maintained by Jan Purkrábek / Veronika Voštová. When devices are returned prior to the termination of employment / contract, devices must be returned and their return logged in the above sheet. The condition of the devices is to be assessed and Expats.cz reserves the right to seek compensation for damage.

Employees / contractors will maintain their desk spaces and keep them clear of unnecessary items / used dishes / food / drinks to ensure a pleasant and clean working environment for all colleagues.

The kitchen, bathrooms and meeting rooms will be kept clean and tidy to make sure they are ready for the next person to use. After a meeting, employees / contractors are to clean after themselves to prepare the meeting room for the next use. This includes taking away cups, food, plates and rearranging the chairs/sofas.

Employees / contractors will ensure that they keep office keys secure. It is each person's responsibility to carry keys to enter the office. Loss of office keys must be immediately reported to management to prevent unauthorized access.

Expats.cz reserves the right to issue warnings or request compensation if company property is damaged due to negligence or improper handling by an employee / contractor.

Office Leaving Procedures

Employees or contractors leaving the office when no one else is present are responsible for ensuring the following are actioned:

- Turn off lights in all the rooms / bathrooms
 - Leave your used dishes in the dishwasher
 - Turn off the music (amplifier)
 - Close all windows
 - Turn off air conditioning or any running fans
 - Lock both the immediate office door and the shared door
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Sick Leave and Medical Absence Policy

Employees / contractors must notify their team managers as soon as possible in case they are unable to work due to illness. For extended periods of sickness, employees / contractors may be asked to supply a doctor's note.

Training and Development Policy

Expats.cz encourages professional development of its employees / contractors. Training, courses, coaching, seminars, conferences and other similar options are possible to further improve employee / contractor skills in carrying out their tasks for Expats.cz.

For these to be approved, they must first be submitted for consideration to the respective team managers and signed off by Jan Purkrábek for the allocation of financial resources.

This document serves as a formal outline of company policies and expectations. For any clarifications or concerns, please contact your team's manager or Jan Purkrábek.