

The background of the slide is light gray and features several decorative orange shapes: a large circle at the top center, a medium circle at the top right, a small circle at the top left, a medium circle at the bottom left, a large circle at the bottom center, and a semi-circle at the bottom right.

ANAKALICE ACADEMY

Company Policies and Procedures

Presented by Anita Ankeli



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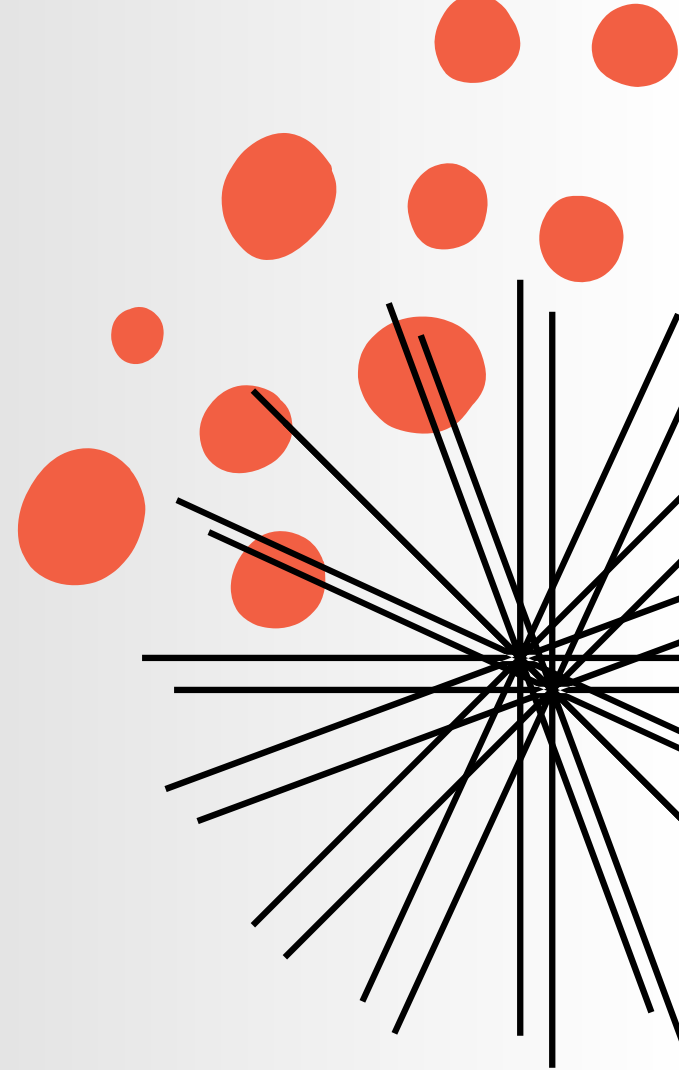
Meet the Team

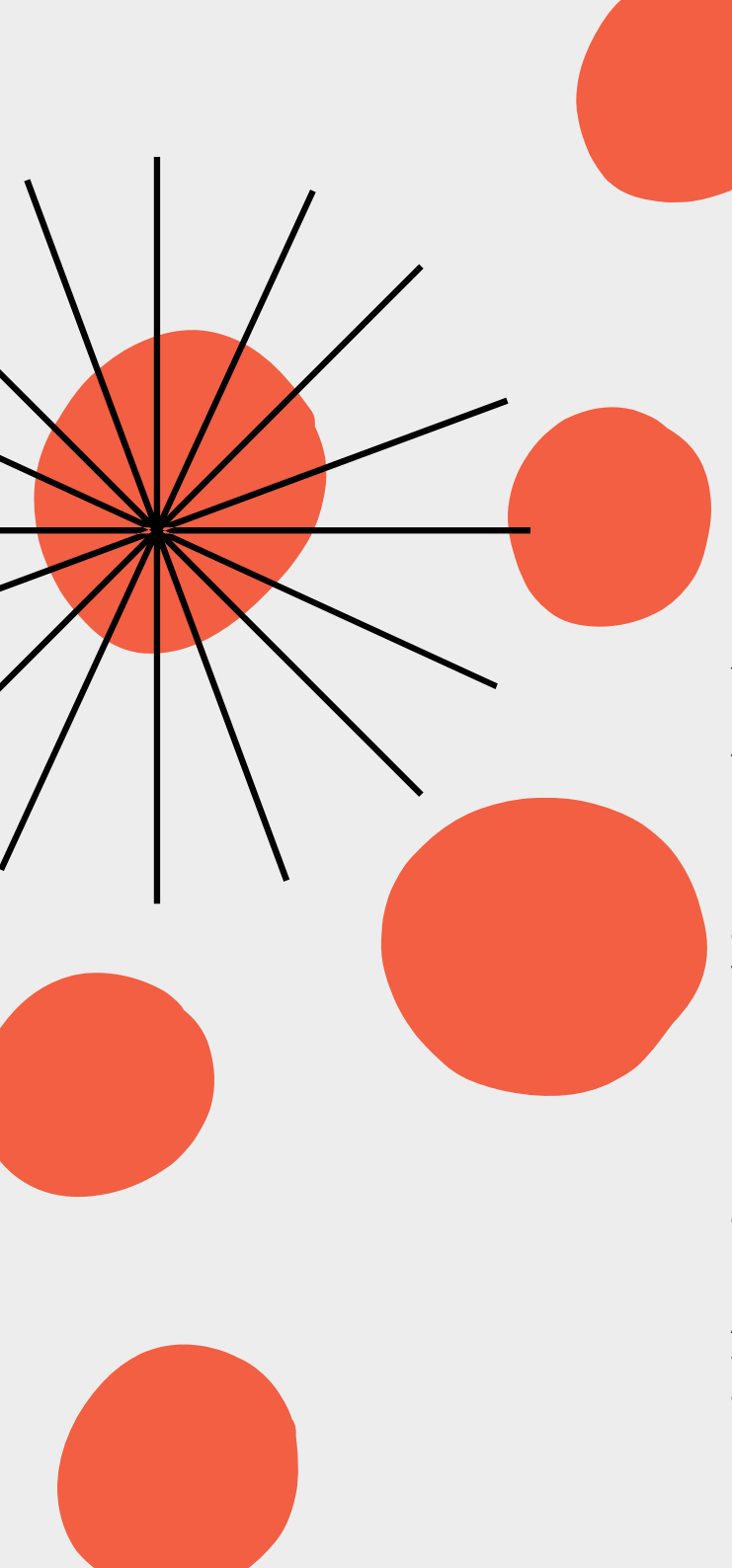
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Working at Salis & Evans

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ETHICS & VALUES

The Ethics and Core Values Policy establishes the guiding principles of integrity, transparency, and accountability at Anakalice Solutions. It applies to every team member, from interns to leadership, and serves as the moral foundation for how we work and interact with each other and our clients.

Integrity - We do what is right, not what is easy. Every decision, action, or communication must be honest and ethically sound, whether or not someone is watching.

Respect - We treat all individuals with dignity, regardless of role, background, or opinion. Respect shows in how we speak, listen, collaborate, and give feedback.

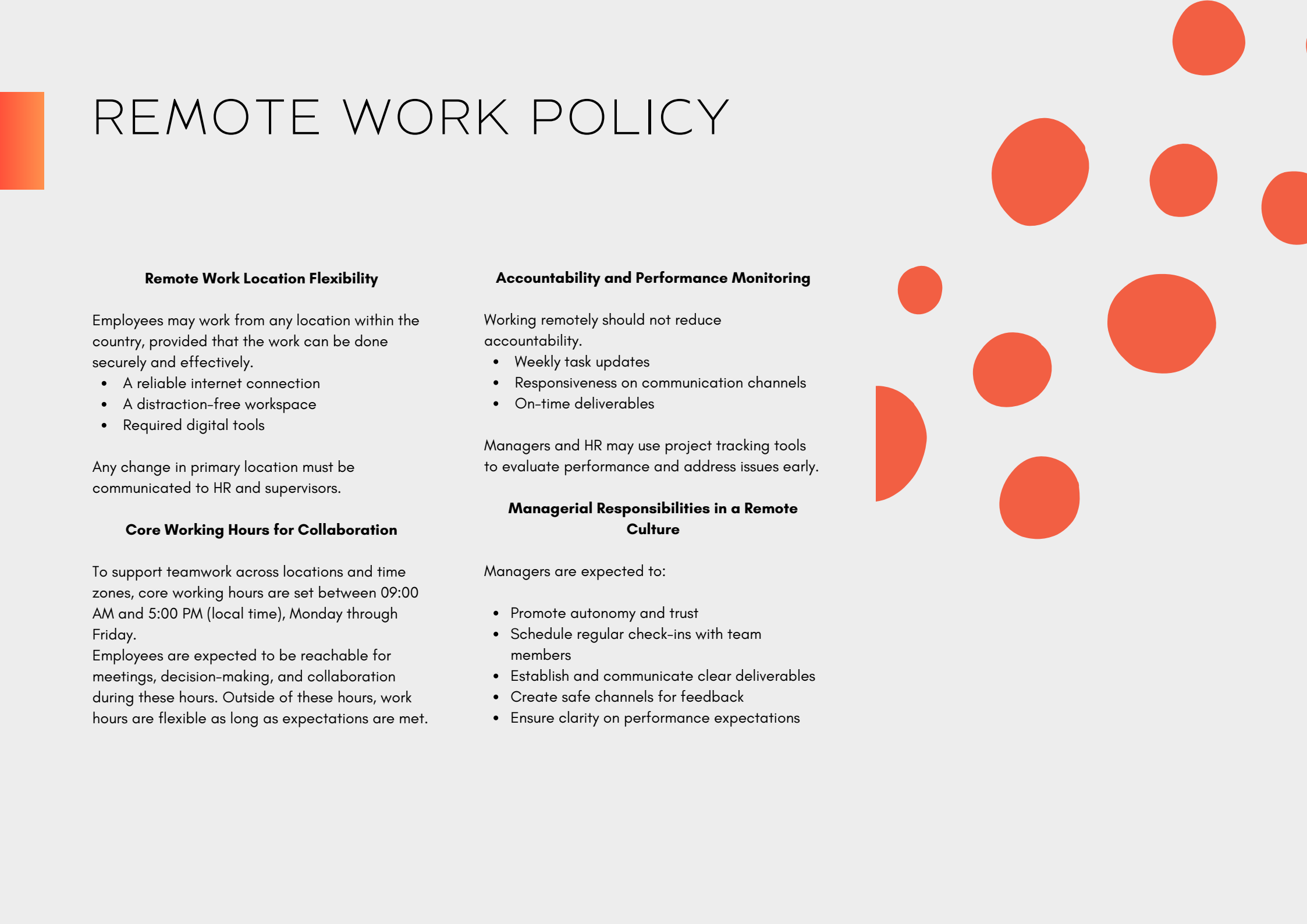
Excellence - We deliver high-quality work, take ownership, and are committed to growth and improvement. Excellence is not perfection — it's consistency with intention.

Accountability - We hold ourselves and each other responsible for actions, results, and communication. No blame-shifting. We own our part in every outcome.

Empathy - We work with compassion, seeking to understand rather than judge. We prioritize people, wellness, and humanity in every interaction.

Innovation - We embrace change, experiment with ideas, and learn from failure. Creativity is encouraged and rewarded.

Our values are more than just words, they are how we work, build, and lead. Ethics are not optional at Anakalice Solutions; they are non-negotiable. As we grow, we must stay true to what makes our work meaningful and our community strong.



REMOTE WORK POLICY

Remote Work Location Flexibility

Employees may work from any location within the country, provided that the work can be done securely and effectively.

- A reliable internet connection
- A distraction-free workspace
- Required digital tools

Any change in primary location must be communicated to HR and supervisors.

Core Working Hours for Collaboration

To support teamwork across locations and time zones, core working hours are set between 09:00 AM and 5:00 PM (local time), Monday through Friday.

Employees are expected to be reachable for meetings, decision-making, and collaboration during these hours. Outside of these hours, work hours are flexible as long as expectations are met.

Accountability and Performance Monitoring

Working remotely should not reduce accountability.

- Weekly task updates
- Responsiveness on communication channels
- On-time deliverables

Managers and HR may use project tracking tools to evaluate performance and address issues early.

Managerial Responsibilities in a Remote Culture

Managers are expected to:

- Promote autonomy and trust
- Schedule regular check-ins with team members
- Establish and communicate clear deliverables
- Create safe channels for feedback
- Ensure clarity on performance expectations



CODE OF CONDUCT POLICY

Professionalism & Behavior

All employees are expected to maintain a high standard of professionalism. This includes:

- Respectful communication
- Timeliness and reliability
- Integrity in all tasks and relationships
- Clean digital and physical workspaces

Anti-Discrimination and Harassment

Anakalice Solutions has zero tolerance for discrimination or harassment of any kind. This includes:

- Racism, sexism, ageism, or religious bias
- Verbal or physical abuse
- Bullying or intimidation (in person or online)

Reports will be investigated confidentially and thoroughly.

Work Safety and Security

Employees are responsible for following all security policies, including:

- Confidentiality of client and company data
- Secure password and file sharing practices
- Reporting security breaches immediately

Disciplinary Process

Violations of conduct may result in:

- A verbal or written warning
- Temporary suspension
- Termination (in cases of serious misconduct)

Every incident will be reviewed fairly.



The page features a decorative design with several orange squares and circles of various sizes scattered across the background. A solid orange square is located in the top-left corner. On the right side, there are numerous orange circles of different diameters, some of which are partially cut off by the edge of the page. The overall aesthetic is modern and minimalist.

LEAVE AND TIME OFF POLICY

This policy outlines available types of leave and the process for requesting them. Our aim is to support work-life balance while ensuring business continuity.

This policy applies to all full-time and part-time employees.

Contract staff may be granted leave based on their contract terms.

Types of Leave

1. Annual Leave (Paid Time Off)

- 20 paid days/year for full-time staff
- Must be requested 2+ weeks in advance
- 5 unused days may roll over

2. Sick Leave

- 10 paid sick days/year
- Medical note required for 2+ days

3. Public Holidays

- All nationally recognized holidays are observed

4. Maternity & Paternity Leave

- Maternity: 12 weeks paid
- Paternity: 5 working days paid

5. Emergency Leave

- 3 days/year for crises or bereavement

6. Unpaid Leave

- Granted only when paid leave is exhausted and approved

5. Leave Request Procedure

All leave requests must:

- Be submitted via Leave Form or company HR tool
- Include leave type, dates, and optional reason
- Be approved by both HR and the direct supervisor

Emergency leave must be followed by official documentation within 24 hours.



LEAVE AND TIME OFF POLICY

6. Leave Management & Tracking

- HR updates leave balances monthly
- Abuse or misuse may lead to disciplinary action
- Project management tools (e.g., Notion, ClickUp) will track leave timelines and availability

7. Leave Policy Violations

- Unapproved leave may be considered abandonment
- Falsified reasons or excessive misuse = disciplinary action

8. Acknowledgement

All employees are required to sign a Leave Policy Acknowledgement Form during onboarding and any time updates are made.





COMPANY POLICIES

These guidelines apply to all employees

Company policies are established to ensure clarity, consistency, and fairness in how work is done and how employees are treated. These policies reflect the values and expectations of Anakalice Solutions, and they guide both daily operations and long-term decisions. All employees (full-time, part-time, contractors, and interns) are expected to read, understand, and comply with company policies. These include:

OVERVIEW

- Attendance & Punctuality

Employees are expected to log in or report to work promptly. Repeated lateness or unexcused absences will result in corrective action.

- Communication Channels

Official company communication must be done through approved channels (e.g., Slack, Email, ClickUp). Employees should respond to team communication within a reasonable time frame.

- Confidentiality

Sharing sensitive company or client information outside authorized parties is strictly prohibited.

- Conflict of Interest

Employees must avoid situations where personal interests may conflict with professional duties. Any such relationships must be disclosed to management.

- Workplace Conduct

Every team member must act professionally, avoid gossip, and treat others respectfully.



CODE OF CONDUCT

01

JOB DUTIES

Every employee must be clear on their responsibilities and performance expectations. Upon onboarding, each team member will receive:

- A Job Description Document
- A list of Key Deliverables
- An assigned Reporting Manager

Regardless of specific title, all employees are expected to:

- Collaborate with peers and departments
- Uphold brand values and quality standards
- Attend meetings and submit reports when required
- Manage time effectively and meet deadlines
- Seek feedback and grow professionally

Bi-annual performance reviews will assess:

- Output & results
- Communication & collaboration
- Professional development
- Value alignment
- Poor performance may lead to a Performance Improvement Plan (PIP) or other HR intervention.

02

COMMUNITY INVOLVEMENT

Anakalice Solutions believes in giving back and fostering a sense of purpose beyond profit. We support social impact, education, and community growth as part of our corporate responsibility.

Volunteer Time-Off

Employees may request 1 paid day off per quarter to engage in approved community volunteering, including:

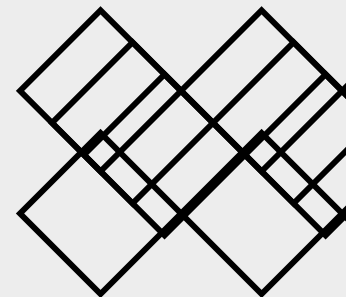
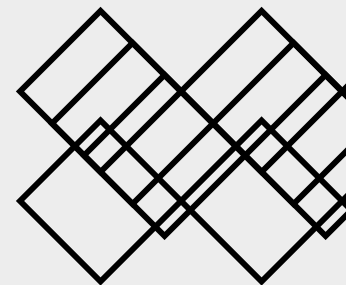
- Youth mentorship or skill-sharing
- Local charity or NGO support
- School visits or workshops
- Community clean-up initiatives

Requests must be submitted in advance and approved by HR.

Team Initiatives

We encourage all employees to participate in quarterly community projects led by our team. These may include:

- Free webinars or training for students
- Donation drives (books, clothes, food)
- School speaking engagements
- Social media campaigns for good



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