

Employee Handbook

Solar Tech

Welcome Message from Management

Dear Solar Tech Employee,

Welcome to **Solar Tech**, a dynamic and innovative company at the forefront of solar energy solutions in Europe. We are proud to be part of the global effort to transition toward sustainable, clean energy, and we take great pride in our work.

At Solar Tech, we foster a culture of collaboration, innovation, and mutual respect. Our mission is to deliver high-quality solar solutions while empowering our team to grow both professionally and personally. We believe that our success comes from the dedication, expertise, and passion of our employees—**you**.

This handbook outlines our policies, expectations, and benefits, serving as a guide for your journey with us. It reflects our commitment to fairness, transparency, and excellence in everything we do.

We are excited to have you on board and look forward to working together toward a brighter, more sustainable future.

Best regards, [Management Team] Solar Tech

Company History

Solar Tech was founded in [Year] with the vision of making solar energy accessible, efficient, and affordable for homes and businesses across Europe. Starting as a small team of engineers and innovators, we have grown into a leading provider of solar solutions, combining cutting-edge technology with sustainable practices.

Our growth has been driven by our commitment to quality, innovation, and customer satisfaction. Today, we employ [X] talented professionals in roles spanning **Engineering, Sales & Marketing, Operations, Finance, and Human Resources**. We continue to expand while maintaining our core values: **sustainability, integrity, collaboration, and excellence**.

Employment Policies

1. Employment Eligibility

To be eligible for employment at Solar Tech, you must:

- Be legally authorized to work in [Country].
- Meet the qualifications and experience requirements for your role.
- Adhere to company policies, including our Code of Conduct.

Responsibilities:

- Perform your job duties with professionalism and diligence.
- Maintain confidentiality regarding company information.
- Act in accordance with all applicable laws and regulations.

2. Code of Conduct

Behavior Expectations

We expect all employees to conduct themselves professionally, respectfully, and ethically at all times—both in the workplace and when representing Solar Tech publicly.

Dress Code:

- Business casual is the standard for most roles (e.g., smart jeans, blouses, blazers).
- Operations teams may have more practical attire due to fieldwork requirements.
- No logos or branding that could be seen as unprofessional unless approved by HR.

Social Media Use:

- Employees may use social media, but posts related to Solar Tech must reflect positively on the company and comply with our brand guidelines.
- Avoid sharing confidential information, even in private settings.

Anti-Harassment & Anti-Discrimination Policy

Solar Tech is committed to maintaining a workplace free from harassment, discrimination, or retaliation. This includes:

- No tolerance for bullying, sexual harassment, or offensive behavior.
- Equal opportunity for all employees regardless of gender, race, religion, age, disability, or any other protected characteristic.

Reporting Concerns: If you experience or witness inappropriate behavior, report it immediately to HR or your manager.

Compensation and Benefits

1. Salary and Wages

Solar Tech offers competitive salaries based on role, experience, and market benchmarks. Below is a general salary structure (all figures are annual unless noted):

Role	Salary Band (Annual)
Engineering	€45,000 – €75,000
- Junior Engineer	€45,000 – €55,000
- Mid-Level Engineer	€55,000 – €68,000

Role	Salary Band (Annual)
- Senior Engineer	€68,000 – €75,000
Sales & Marketing	€42,000 – €70,000
- Sales Representative	€42,000 – €52,000
- Account Manager	€52,000 – €65,000
- Marketing Specialist	€48,000 – €62,000
Operations	€38,000 – €60,000
- Field Technician	€38,000 – €45,000
- Operations Manager	€50,000 – €60,000
Finance	€40,000 – €65,000
- Finance Analyst	€40,000 – €52,000
- Financial Manager	€52,000 – €65,000
Human Resources	€38,000 – €55,000
- HR Assistant	€38,000 – €45,000
- HR Manager	€45,000 – €55,000

Overtime Policy (Operations Only):

- Employees in **Operations** may work overtime when necessary.
- Overtime is paid at **125% of the hourly rate** for all hours worked beyond 8 per day.
- **No overtime is permitted on weekends.**

Bonuses & Incentives:

- Performance-based bonuses are awarded annually (details provided by HR).
- Sales teams may receive commission structures based on targets.

2. Employee Benefits

Solar Tech provides a comprehensive benefits package, including:

Leave Policies

Type of Leave	Details
Vacation Leave	25 days per year (accrued monthly).
Sick Leave	Paid leave for illness; notify manager as soon as possible.
Parental Leave	Up to [X] weeks of paid leave for childbirth or adoption.

- **Accrual:** Vacation days accrue on a monthly basis (e.g., 2.08 days/month).

- **Carryover:** Unused vacation days may be carried over to the following year, subject to HR approval.

Health Insurance

- Comprehensive health insurance covering medical, dental, and vision care.
- Family coverage is available for eligible employees.

Retirement Plan

- Participation in a company-sponsored pension plan (details provided by HR).

Work Schedule and Attendance

1. Attendance Expectations

- **Standard Workweek:** Monday to Friday, 8 hours per day (flexible start/end times may apply).
- **Punctuality:** Employees should arrive on time; repeated lateness may result in disciplinary action.
- **Absences:**
 - Notify your manager or HR as soon as possible if you will be absent.
 - Unplanned absences beyond [X] days may require medical documentation.

2. Remote Work Policy

- Remote work is allowed for eligible roles (e.g., Engineering, Finance, HR) with prior approval from management.
- Employees must adhere to company IT security policies when working remotely.

Performance Evaluation

1. Review Process

- **Annual Performance Reviews:** Conducted by managers to assess job performance, goals, and development needs.
- **360-Degree Feedback (Optional):** Some roles may include peer or subordinate input for a holistic evaluation.

2. Promotion Criteria

Promotions are based on:

- Job performance and contributions to the team.
- Skills development and leadership potential.
- Alignment with company values and goals.

- Internal candidates will be given priority where possible.

Health and Safety

1. Emergency Procedures

In case of emergencies (fire, medical incident, etc.):

- Follow the nearest exit route if evacuation is required.
- Report any accidents or injuries to HR immediately.
- Do not attempt to handle hazardous situations unless trained to do so.

2. Safety Policies

- All employees must comply with workplace safety regulations.
- Operations teams will receive specific training for fieldwork safety (e.g., PPE, equipment handling).

Additional Considerations

1. Conflict Resolution Procedures

If you encounter a workplace issue:

1. Attempt to resolve it directly with the involved party.
2. If unresolved, escalate to your manager or HR.
3. Formal mediation may be required in serious cases.

2. Acknowledgment of Receipt

By signing below, you confirm that you have read, understood, and agree to comply with the terms outlined in this handbook.

Employee Name: _____ **Signature:** _____ **Date:** _____

Manager/HR Signature: _____ **Date:** _____

Final Notes

This handbook is not an exhaustive list of all policies but serves as a foundational guide. For specific queries, always consult your manager or HR.

We appreciate your commitment to Solar Tech and look forward to your contributions as we continue to grow and innovate in the solar energy sector.

Solar Tech – Powering a Sustainable Future