

Northwind Tools Staff Handbook

This handbook covers the everyday rules for everyone who works at Northwind Tools. It is reissued each March and replaces every earlier edition.

1. Working hours

The workshop is staffed from 08:00 to 18:00. Anyone working outside those hours tells their team lead first, in writing.

- Core hours are 10:00 to 16:00 for every team.
- Two days a week may be worked from home.
- Overtime is recorded the same week it is worked.

2. Expenses

2.1 What we reimburse

1. Travel booked through the workshop account.
2. One evening meal for every night away.
3. Tools bought for a specific job, with the job number.
4. Nothing else without written approval.

2.2 Travel budget by team

Last year's figures. A zero is a real zero: the team travelled, and it did not overspend.

Team	Trips	Nights	Overspend
Tooling	12	34	0
Support	0	0	0
Field sales	41	96	1250

3. Confidentiality

Confidential Information means any drawing, price list, customer record or supplier term that either party shares while this agreement is in force.

Nobody forwards Confidential Information to a personal address, and nobody keeps a copy after leaving.