

Starter Policy Pack

Sample Excerpt

Prepared for:

Maple & Co

12-person marketing agency · United States

THIS EXCERPT COVERS

- I. HR Handbook — PTO, Code of Conduct, Anti-Harassment Policy
- II. Data Handling & Privacy Policy
- III. Workplace Health & Safety Policy
- IV. AI-Usage Policy

Sample excerpt — full pack tailored to your organization at ruleset.nanocorp.app

Sample excerpt — full pack tailored to your organization at ruleset.nanocorp.app

Table of Contents

I	HR Handbook PTO Policy · Code of Conduct · Anti-Harassment Policy	p. 3
II	Data Handling & Privacy Policy Data collection, retention, vendor security, and individual rights	p. 6
III	Workplace Health & Safety Policy Incident reporting, ergonomics, emergency procedures, remote-work safety	p. 8
IV	AI-Usage Policy Approved tools, prohibited use, disclosure, human review requirements	p. 10

Note: This document is a representative excerpt of the full Starter Policy Pack. The complete pack includes additional sections, customized schedules, and jurisdiction-specific appendices tailored to your organization.

Sample excerpt — full pack tailored to your organization at ruleset.nanocorp.app

1.1 Paid Time Off (PTO) Policy

Effective: January 1, 2025 | Applies to: All full-time and part-time employees

Maple & Co is committed to ensuring employees have adequate rest and recovery time. The following PTO policy applies to all regular employees who have completed their initial 90-day introductory period.

Accrual

Full-time employees accrue PTO at a rate of 1.25 days per calendar month (15 days per year). Part-time employees (20–29 hours/week) accrue at a pro-rated rate of 0.625 days per month. PTO begins accruing on the first day of employment but cannot be used until the 90-day introductory period is complete.

Carryover & Payout

Employees may carry over a maximum of 10 unused PTO days into the following calendar year. Unused PTO in excess of 10 days will be forfeited on January 1 each year. PTO is not paid out upon voluntary resignation unless required by applicable state law. In the event of involuntary termination, accrued unused PTO will be paid at the employee's regular hourly rate where required by state law.

Requesting Time Off

- Submit PTO requests at least five (5) business days in advance for requests of one to two days.
- Submit at least ten (10) business days in advance for requests of three or more consecutive days.
- Requests are submitted via the team's project management system and are subject to manager approval.
- Maple & Co reserves the right to deny requests during peak business periods. Employees will be notified promptly.

Unplanned Absences

If you are unexpectedly unable to work, notify your direct manager via phone or text as early as possible — no later than 30 minutes before your scheduled start time. Absence without notification for two or more consecutive business days may be treated as voluntary resignation, subject to a review process.

Sample excerpt — full pack tailored to your organization at ruleset.nanocorp.app

1.2 Code of Conduct

Page 4

Applies to: All employees, contractors, and interns

Maple & Co's success depends on maintaining a professional, respectful, and ethical environment. This Code of Conduct describes the standards of behavior expected of everyone who works at or for Maple & Co.

Professional Standards

- Treat colleagues, clients, and vendors with respect regardless of title, role, or relationship.
- Communicate honestly and transparently; avoid misrepresentation in internal or external communications.
- Protect confidential company, client, and employee information. Do not share proprietary data outside authorized channels.
- Avoid conflicts of interest. Disclose any outside employment, business interest, or personal relationship that could reasonably be seen as conflicting with your duties.
- Use company resources — time, equipment, systems, and funds — only for authorized business purposes.

Social Media & Public Communications

Employees may engage on social media personally, but must not post content that could be construed as official company statements, discloses confidential client information, or disparages colleagues, clients, or competitors by name. When discussing work-related topics publicly, state clearly that opinions are your own.

Reporting Violations

Employees who believe they have witnessed or experienced a Code of Conduct violation should report it to their direct manager or to a member of the leadership team. Maple & Co prohibits retaliation against anyone who reports a concern in good faith.

1.3 Anti-Harassment & Anti-Discrimination Policy

Applies to: All employees, contractors, clients, and visitors

Maple & Co is committed to providing a work environment free from all forms of harassment, discrimination, and intimidation. This policy applies to conduct in the workplace, at work-related events, and in any communication channel used for company business — including messaging platforms, email, and video conferencing.

Prohibited Conduct

Maple & Co prohibits harassment and discrimination based on any legally protected characteristic, including but not limited to: race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, disability, pregnancy, marital status, or veteran status.

Harassment includes, but is not limited to:

- Verbal or written conduct: slurs, derogatory jokes, offensive comments, unwanted sexual remarks.
- Physical conduct: unwanted touching, blocking movement, or physical intimidation.
- Visual conduct: displaying offensive images, symbols, or memes.
- Cyber harassment: offensive messages, unwanted contact via social media, or digital stalking.
- Quid pro quo conduct: conditioning employment decisions — including assignments, raises, or promotions — on submission to unwelcome advances.

Reporting & Investigation

Any employee who believes they have been subjected to harassment or discrimination must report the matter

to their manager, leadership, or directly to the designated HR contact. Reports will be investigated promptly and confidentially, to the extent practicable. Substantiated violations will result in disciplinary action up to and including termination. Retaliation against anyone who files a report or cooperates with an investigation is strictly prohibited and is itself grounds for termination.

Sample excerpt — full pack tailored to your organization at ruleset.nanocorp.app

Data Handling & Privacy Policy

2.1 Scope & Principles

Effective: January 1, 2025 | Applies to: All staff handling personal or client data

This policy governs how Maple & Co collects, stores, accesses, shares, and disposes of personal information — including personal data relating to clients, employees, vendors, and any other individuals whose data we process in connection with our operations.

Core Principles

- Collect only the personal data needed for a defined, legitimate business purpose.
- Store data only as long as required for that purpose or as mandated by applicable law.
- Restrict access to personal data on a need-to-know basis.
- Protect data with appropriate technical and organizational controls.
- Honor individual rights, including access, correction, and deletion requests where legally required.

Data We Collect

In the normal course of operations, Maple & Co may collect the following categories of data:

- Client business contacts: names, email addresses, phone numbers, job titles.
- Employee records: contact details, payroll information, performance records, benefits enrollment.
- Vendor and contractor data: contact information, tax identification numbers, bank details for payment.
- Marketing and analytics data: website visitor behavior, email campaign engagement, anonymized aggregates.

Retention & Deletion

Employee records are retained for a minimum of three (3) years following the end of employment, or longer as required by applicable law. Client records are retained for a minimum of five (5) years following the end of the commercial relationship. Marketing contact data is reviewed annually; contacts who have not engaged in 24 months and who have not opted in to an active communications list are deleted unless a legal hold applies.

Vendor & Third-Party Data Processing

Before onboarding any new vendor that will process personal data on behalf of Maple & Co (e.g. CRM platforms, email marketing tools, HR software, cloud storage), the account owner responsible for that tool must confirm that the vendor maintains appropriate data security certifications (SOC 2 Type II or equivalent) and is covered by a written data processing agreement. A register of approved data processors is maintained by the designated data lead.

Individual Rights

Individuals whose data we hold may request access to, correction of, or deletion of their personal information by contacting privacy@mapleandco.com. Requests will be acknowledged within five business days and fulfilled, or responded to with a lawful basis for retention, within 30 calendar days. Employees handling such requests should immediately escalate to the designated data lead.

Sample excerpt — full pack tailored to your organization at ruleset.nanocorp.app

Workplace Health & Safety Policy

3.1 Policy Statement & Scope

Effective: January 1, 2025 | Applies to: All employees, contractors, and office visitors

Maple & Co is committed to providing and maintaining a safe, healthy work environment for all employees, contractors, and visitors. This commitment extends to both our physical office space and to employees working from home or other remote locations. Compliance with this policy is a condition of employment.

Roles & Responsibilities

Health and safety is a shared responsibility:

- Leadership is responsible for establishing and resourcing a safe work environment, ensuring policy compliance, and promptly addressing reported hazards.
- Managers are responsible for communicating safety expectations to their teams, conducting periodic safety walkthroughs of areas under their oversight, and ensuring incidents are reported and documented.
- All employees are responsible for following safe work practices, reporting hazards or near-misses immediately, and participating in safety training when required.

Incident Reporting

Any work-related injury, illness, or near-miss — however minor — must be reported to the employee's direct manager and to a designated safety contact within the same business day the incident occurs. Reports should include: date, time, location, brief description of the incident, names of any witnesses, and any immediate action taken. Completed incident reports are retained for a minimum of five years.

Emergency Procedures

In an emergency requiring immediate assistance (fire, medical event, security threat):

- Call 911 first. Do not delay emergency services for internal notification.
- Evacuate the building via the nearest emergency exit. Do not use elevators.
- Assemble at the designated meeting point (marked on the office emergency map, posted near each building exit).
- Account for all employees. Do not re-enter the building until authorized by emergency services.
- Notify the company's designated emergency contact after emergency services have been engaged.

Ergonomics & Office Safety

Employees who work at a desk for the majority of their shift are encouraged to request an ergonomic assessment. Approved ergonomic adjustments — including standing desk converters, specialized chairs, or keyboard trays — may be requested via the facilities lead. Eye strain, repetitive strain injury symptoms, or other ergonomic concerns should be reported promptly; early intervention is encouraged.

Remote & Home-Office Safety

Employees working from home are expected to maintain a dedicated, reasonably hazard-free workspace. Remote employees should ensure their home workstation has adequate lighting, stable internet connectivity, and a comfortable, adjustable seating arrangement. A work-related injury sustained while working from home during scheduled work hours may be eligible for workers' compensation; any such injury should be reported using the same process as an in-office incident.

Sample excerpt — full pack tailored to your organization at ruleset.nanocorp.app

AI-Usage Policy

4.1 Purpose & Scope

Effective: January 1, 2025 | Applies to: All employees and contractors using AI tools for Maple & Co work

AI-assisted tools — including large language models, AI writing assistants, AI image generators, and automated content tools — can meaningfully improve productivity when used responsibly. This policy establishes guardrails to ensure that Maple & Co staff use AI tools in ways that protect client confidentiality, maintain work quality, and comply with our legal and ethical obligations.

Approved Tools

Only AI tools that have been reviewed and approved by the designated data lead may be used for Maple & Co work. The current approved tool list is maintained in the company wiki. Using unapproved AI tools — particularly tools that train on user-submitted data by default — constitutes a data handling policy violation.

Prohibited Uses

Employees must not use AI tools for the following purposes:

- Inputting personally identifiable information (PII) of clients, employees, or any third party into any AI tool — approved or otherwise.
- Submitting confidential client briefs, strategy documents, financial data, or legal materials to AI tools.
- Using AI output as the final, unreviewed deliverable for any client-facing creative, editorial, strategic, or legal work.
- Making employment, legal, financial, or health-related decisions based on AI recommendations without documented human review.
- Using AI to misrepresent the origin of work — including submitting AI-generated content as entirely original work without disclosure to internal stakeholders.

Required Human Review

All AI-assisted work that will be shared externally — including with clients — must be reviewed, fact-checked, and edited by the employee responsible for the deliverable before submission. The employee remains fully responsible for the accuracy, completeness, and quality of any work submitted under their name, regardless of the tools used to draft it.

Disclosure

When a significant portion of a deliverable was generated using AI tools, this should be noted internally in the project management record for that client. Maple & Co does not currently require external disclosure to clients in all cases, but this position will be reviewed as norms and legal requirements evolve. Employees should follow specific client agreements that impose disclosure requirements.

Quality & Accuracy Standards

AI tools can produce confident-sounding errors, outdated information, and fabricated citations. Employees are expected to verify factual claims, check statistics against primary sources, and never cite AI-generated references without independent confirmation. Particular care is required in any work involving regulatory requirements, legal guidance, financial projections, or health and safety procedures.

Policy Review

The AI landscape changes rapidly. This policy will be reviewed and updated at least annually — or sooner if a material change in available tools, applicable law, or industry norms makes an earlier review appropriate.

Sample excerpt — full pack tailored to your organization at ruleset.nanocorp.app

What you get in the full pack

Complete HR Handbook

All sections fully developed: onboarding, performance management, disciplinary process, offboarding, benefits, and more. Not excerpts — full, ready-to-use documents.

Data Handling & Privacy Policy

Full policy with jurisdiction-specific addenda (CCPA, CAN-SPAM, applicable state laws), a vendor register template, and a data breach response checklist.

Workplace Safety Manual

Complete SOP set including emergency response plans, incident report templates, ergonomics guidelines, and role-specific safety checklists.

AI-Usage Policy

Full policy including an approved-tools register, vendor vetting criteria, AI disclosure form, and quarterly review checklist.

Code of Conduct & Anti-Harassment Policy

Complete documents with reporting procedures, investigation workflow, and state-law compliance notes.

Annual Refresh

All documents reviewed and updated annually as regulations and best practices evolve.

Get your tailored policy pack

All documents tailored to your business, industry, and jurisdiction.

ruleset.nanocorp.app · Starter Policy Pack \$299 · Compliance Studio \$79/mo