

 BLADE RESEARCH INC.

## OFFICIAL STAFF REQUIREMENTS & OPERATIONS MANUAL

"Excellence Through Faith • Service Through Integrity"

 HEADQUARTERS: Atlanta, Georgia

 EFFECTIVE: Immediate

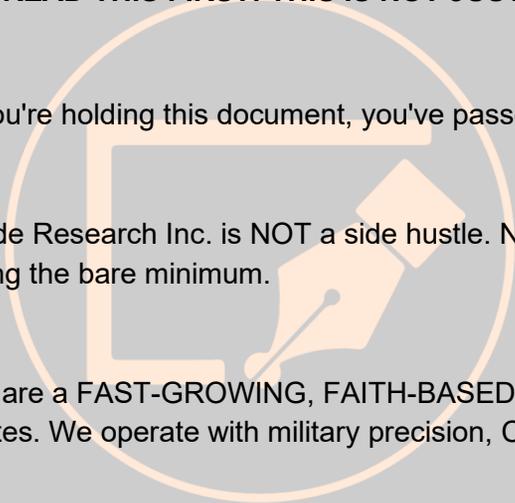
 CLASSIFICATION: CONFIDENTIAL - AUTHORIZED PERSONNEL ONLY

 FOUNDATION: Faith-Based • Student-Focused • Results-Driven

### READ THIS FIRST: THIS IS NOT JUST A JOB

If you're holding this document, you've passed our initial screening. Congratulations. But understand this clearly:

Blade Research Inc. is NOT a side hustle. NOT a "work from home in your pajamas" gig. NOT a place to collect a paycheck while doing the bare minimum.

 **BLADE RESEARCH** 

*Where Precisions Meet Brilliance*

We are a FAST-GROWING, FAITH-BASED ACADEMIC SUPPORT EMPIRE serving thousands of students across the United States. We operate with military precision, Christian values, and uncompromising excellence.

If you're not ready to commit 100%, close this document now and email us at [career@bladeresearchinc.com](mailto:career@bladeresearchinc.com) to withdraw your application. We won't be offended. We'll just hire someone who is READY.

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## 1 WHO WE ARE & WHAT WE DO

Blade Research Inc. is a premier academic support and student services company headquartered in Atlanta, Georgia. We provide:

- ✓ Academic Writing & Editing Services (Research papers, essays, dissertations, thesis work)
- ✓ Tutoring & Mentorship Programs (One-on-one and group sessions)
- ✓ Student Support Services (24/7 assistance, order management, quality control)
- ✓ Educational Technology Solutions (Custom apps, platforms, digital resources)
- ✓ Career Counseling & Academic Planning (Guidance for students at all levels)

WE ARE NOT AN AI CONTENT MILL. Every piece of work that leaves our office is human-written, human-edited, and human-verified. We employ Masters and PhD-level editors, subject matter experts, and dedicated support staff who treat every student assignment as if it were their own.

OUR CLIENTS: Undergraduate students, Graduate students, MBA candidates, Law students, Medical students, and PhD researchers across the United States.

OUR PROMISE: Integrity. Quality. Timeliness. Faith-Based Service.

## 2 MANDATORY THURSDAY CHAPEL - NON-NEGOTIABLE

 THIS IS NOT OPTIONAL. THIS IS NOT A SUGGESTION. THIS IS A REQUIREMENT.

Every Thursday, without exception, ALL active staff members MUST attend Chapel Service.

 TIME: 12:00 PM - 1:00 PM (Lunch Hour)

 LOCATION: Blade Research Inc. Main Office Chapel (Atlanta HQ) / Virtual Attendance via Zoom for Remote Staff

 FOCUS: Word of God, Prayer, Spiritual Growth, Team Unity

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### WHAT HAPPENS AT CHAPEL:

- 15 minutes - Worship & Praise
- 30 minutes - Biblical Teaching & Sermon
- 10 minutes - Prayer for Staff, Clients, and Company Vision
- 5 minutes - Announcements & Fellowship

### CHAPEL ATTENDANCE POLICY:

 ALLOWED ABSENCES (Must be pre-approved 48hrs in advance):

- Documented medical emergency (Doctor's note required)

- Death in immediate family
- Pre-approved vacation (submitted 2 weeks prior)

✗ UNACCEPTABLE EXCUSES (Will result in disciplinary action):

- "I had too much work to do"
- "I was stuck in traffic" (Plan accordingly - we know Atlanta traffic)
- "I forgot"
- "I don't feel like it"
- "I have a personal appointment" (Schedule around Chapel)
- "I'm not religious" (This is a faith-based company - if this bothers you, this isn't the place for you)

CONSEQUENCES FOR MISSING CHAPEL: *Where Precisions Meet Brilliance*

- 1st Unexcused Absence: Written Warning + Mandatory meeting with HR
- 2nd Unexcused Absence: 3-Day Suspension Without Pay
- 3rd Unexcused Absence: TERMINATION OF EMPLOYMENT

We are a FAITH-BASED organization. Our work is our ministry. Thursday Chapel is the cornerstone of who we are. If you cannot commit to this, please do not apply.

### 3 FREE TRANSPORTATION BENEFIT (ATLANTA METRO AREA)

WE KNOW ATLANTA TRAFFIC. WE'RE DOING SOMETHING ABOUT IT.

If you live in the Greater Atlanta Metropolitan Area, Blade Research Inc. provides FREE daily transportation to and from work. No gas money. No wear and tear on your personal vehicle. No stress about I-75, I-85, or I-285 gridlock.

 COVERED PICKUP/DROPOFF ZONES:

#### NORTH ATLANTA:

- Alpharetta (Roswell Rd, North Point area)
- Roswell (Historic District, Holcomb Bridge)
- Marietta (East Cobb, West Cobb, Square area)
- Sandy Springs (Perimeter Center, Riverside Drive)
- Johns Creek (State Bridge, Abbots Bridge)

#### EAST ATLANTA:

- Decatur (Downtown, Emory area)
- Stone Mountain (Village, Memorial Drive corridor)
- Tucker (Lawrenceville Hwy, Northlake)



- Doraville (Buford Hwy, Peachtree Industrial)

**SOUTH ATLANTA:**

- East Point (Camp Creek, Main Street)
- College Park (Old National, Virginia Ave)
- Hapeville (Ponce de Leon, Virginia Ave)
- Forest Park (Morrow Rd, Jonesboro Rd)

**WEST ATLANTA:**

- Austell (Silver Comet, Chapel Hill Rd)
- Mableton (Floyd Rd, Atlanta Rd)
- Smyrna (Vinings, Spring Road)
- Fairburn (Main Street, Campbellton Rd)

**INTOWN ATLANTA:**

- Midtown (10th St, Piedmont area)
- Buckhead (Lenox, Phipps Plaza corridor)
- Virginia Highland (Amsterdam Ave, N Highland)
- Inman Park (Moreland, Euclid area)



## **TRANSPORTATION SCHEDULE:**

MORNING PICKUP: 7:00 AM - 8:00 AM (Varies by zone)

EVENING DROPOFF: 5:30 PM - 6:30 PM (Varies by zone)

FRIDAY CHAPEL TRANSPORT: Special evening route at 7:00 PM for Thursday Chapel attendees who stay for fellowship.

## **HOW TO USE THE SERVICE:**

1. Download the "Blade Transit" app (provided on Day 1)
2. Select your pickup zone during onboarding
3. Track your shuttle in real-time
4. Notify driver via app if running late (5-min grace period only)

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## **TRANSPORTATION RULES:**

### **DO:**

- Be at your designated stop 5 minutes early
- Keep the shuttle clean
- Respect fellow passengers

- Wear your Blade ID badge
- Use headphones for personal calls/music

✗ DON'T:

- Eat messy food (no hot wings from Wingstop, no messy ribs)
- Play loud music or videos without headphones
- Smoke, vape, or use tobacco products
- Bring pets (service animals only)
- Reserve seats for friends who aren't on the roster
- Argue with the driver about the route



PERSONAL VEHICLE PARKING:

If you choose to drive yourself despite our free transport:

- Free parking available at Atlanta HQ
- Carpooling encouraged (preferred parking spots for carpools of 3+)
- Electric vehicle charging stations available (first come, first served)



#### 4 WORK SCHEDULE & OPERATIONAL HOURS

WE SERVE STUDENTS ACROSS TIME ZONES. OUR HOURS REFLECT THAT.

Blade Research Inc. operates on US Eastern Time (ET). All staff must align their schedules accordingly, regardless of physical location.

##### 🕒 STANDARD SHIFTS:

##### SHIFT A - MORNING CREW

🕒 8:00 AM - 4:00 PM ET

Best for: Editors, Quality Control, Admin Staff

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##### SHIFT B - AFTERNOON/EVENING CREW

🕒 12:00 PM - 8:00 PM ET

Best for: Student Support, Live Chat, Customer Service

##### SHIFT C - NIGHT OWL CREW

🕒 4:00 PM - 12:00 AM ET

Best for: Urgent Orders, West Coast Support, Overnight Editing

SHIFT D - GRAVEYARD (Premium Pay)

🕒 12:00 AM - 8:00 AM ET

Best for: Emergency Support, International Students, Premium Editors

💰 BONUS: +\$3/hour night differential

📅 WORK WEEK STRUCTURE:

Monday - Thursday: Full operational days

Friday: Half-day operations (8 AM - 2 PM) + Evening Chapel fellowship

Saturday: Limited staff (on-call rotation)

Sunday: Emergency support only (volunteer basis)

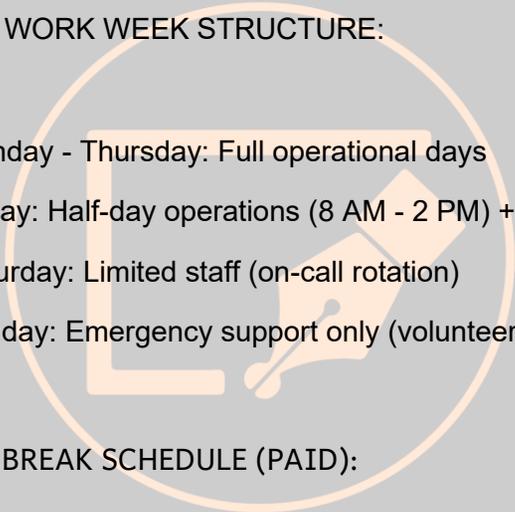
🕒 BREAK SCHEDULE (PAID):

15-minute morning break - 10:00 AM

45-minute lunch break - 12:00 PM - 12:45 PM (UNPAID)

15-minute afternoon break - 3:00 PM

THURSDAY CHAPEL - 12:00 PM - 1:00 PM (Counts as lunch + spiritual time)

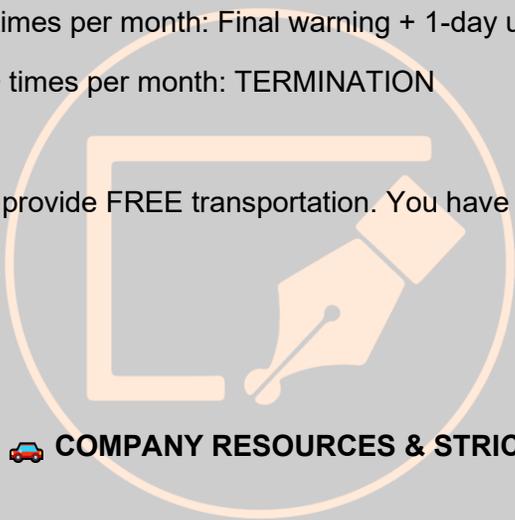


## LATENESS POLICY:

Atlanta traffic is NO excuse. We know it. Plan for it.

- 1-2 times per month: Verbal warning
- 3 times per month: Written warning + 1-hour unpaid suspension
- 4 times per month: Final warning + 1-day unpaid suspension
- 5+ times per month: TERMINATION

We provide FREE transportation. You have no excuse.



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## **5** COMPANY RESOURCES & STRICT MISUSE POLICIES

**WE TRUST YOU. BUT WE VERIFY.**

Blade Research Inc. provides top-tier resources to help you do your job effectively. Misuse of these resources is theft. Theft is a sin. Theft will result in immediate termination AND possible criminal prosecution.

 TECHNOLOGY PROVIDED:

- ✓ Company Laptop (MacBook Pro or Dell XPS)
- ✓ Smartphone (iPhone or Samsung Galaxy for on-call staff)
- ✓ High-Speed Internet Stipend (\$75/month for remote staff)
- ✓ Software Licenses (Microsoft Office, Grammarly Premium, Turnitin, Adobe Creative Cloud)
- ✓ Noise-Canceling Headphones
- ✓ Ergonomic Chair & Desk Setup (for remote staff after 90 days)

 TECHNOLOGY MISUSE EXAMPLES (TERMINABLE OFFENSES):

✗ Using company laptop for:

- Personal online shopping during work hours
- Streaming Netflix, Hulu, Disney+ on company time
- Running a side business (Etsy shop, Fiverr gigs, Uber Eats)
- Downloading pirated software, movies, or music
- Accessing gambling websites or adult content
- Cryptocurrency mining
- Letting family members use your work device



### ✗ Misusing company phone:

- Personal long-distance calls (international calls to family in Nigeria, Ghana, Jamaica, etc. must be on your personal phone)
- Excessive personal texting (Snapchat, Instagram DMs, WhatsApp personal chats)
- Taking the phone home if not on on-call rotation
- Installing personal apps (TikTok, dating apps, games)

### ✗ Internet stipend abuse:

- Using work internet for roommate's streaming
- Running a personal WiFi hotspot for neighbors
- Downloading 500GB of personal data monthly

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### **COMPANY VEHICLE POLICY (For Designated Staff Only):**

Some senior staff and operations managers receive company vehicles for business use.

### ✓ ALLOWED USE:

- Driving to client meetings in Atlanta metro
- Picking up supplies from Office Depot, Staples
- Transporting documents between offices

- Attending company events, conferences, training

**✗ STRICTLY PROHIBITED (TERMINABLE + POLICE INVOLVEMENT):**

**FUEL CARD MISUSE:**

- Using company fuel card for personal vehicle
- Filling up spouse's/friend's car
- Buying snacks, drinks, or car washes with fuel card (unless pre-approved)
- "Borrowing" fuel card to help a friend
- Pumping more gallons than your tank holds (fraud)

**MILEAGE FRAUD:**

- Claiming 50 miles when you drove 10
- Submitting personal errands as business trips
- "Forgetting" to mention you stopped at your mom's house in Decatur on the way to a client

**VEHICLE MISUSE:**

- Letting unlicensed drivers operate company vehicle
- Using vehicle for Uber/Lyft side hustle
- Taking vehicle on personal road trips (no, you can't drive the company car to Destin for the weekend)



- Smoking in company vehicle
- Allowing pets in vehicle (service animals only)
- Not reporting accidents within 1 hour
- Getting traffic tickets (speeding on I-75, running red lights in Buckhead, illegal U-turns on Peachtree)

#### REAL EXAMPLES OF WHAT NOT TO DO:

- ❌ James from Marietta used the fuel card to fill up his girlfriend's Honda Civic. TERMINATED + POLICE REPORT
- ❌ Sarah from Decatur claimed she drove to a client meeting in Alpharetta but GPS showed she went to Lenox Mall. TERMINATED
- ❌ Michael from Sandy Springs let his brother borrow the company truck to move furniture. TERMINATED + LAWSUIT
- ❌ Patricia from East Point used the company phone to run her personal hair braiding business. TERMINATED

#### OFFICE SUPPLIES & EQUIPMENT:

#### TAKE HOME:

- Business cards
- Company-branded pens, notebooks
- Approved software licenses

#### DO NOT TAKE:

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- Printer paper (we know when 10 reams disappear)
- Toner cartridges
- Office chairs, desks, monitors
- Coffee, snacks from the canteen for your home
- Bathroom supplies (yes, we've had this happen)

 COMPANY CREDIT CARDS:

Issued to senior staff for business expenses ONLY.



 ALLOWED:

- Client lunch meetings (max \$50/person, receipt required)
- Office supplies from approved vendors
- Conference registration fees
- Approved travel expenses

 PROHIBITED:

- Personal groceries (no, you can't buy chicken and rice from Kroger)
- Gas for personal car
- Clothing (unless it's Blade-branded uniform)

- Entertainment (no strip clubs on Peachtree, no movie tickets)
- Cash withdrawals

ALL CHARGES ARE AUDITED MONTHLY. DISCREPANCIES = TERMINATION + RESTITUTION.

#### 6 🍔 ON-SITE AMENITIES: CANTEEN, GYM, GAMES & MORE

WE TAKE CARE OF OUR PEOPLE. BECAUSE HAPPY STAFF = HAPPY STUDENTS.

Blade Research Inc. believes in holistic staff wellness. We don't just want your work; we want you healthy, fed, and refreshed.

#### 🍽️ THE BLADE CANTEEN (FULLY STOCKED KITCHEN)

BREAKFAST (7:00 AM - 9:00 AM):

- Fresh hot breakfast daily (biscuits and gravy, scrambled eggs, breakfast sandwiches)
- Continental options (cereal, oatmeal, yogurt, fresh fruit)
- Coffee bar (espresso, lattes, cappuccinos - not that dusty breakroom coffee)
- Fresh juices, smoothies

LUNCH (11:30 AM - 1:30 PM):

- Monday: Grilled chicken, rice, collard greens, cornbread
- Tuesday: Taco bar (beef, chicken, veggie options)
- Wednesday: BBQ pulled pork or smoked turkey, mac and cheese, coleslaw
- Thursday: Fish Friday early (catfish, hush puppies, fries)
- Friday: Pizza day + wings (Buffalo, BBQ, Lemon Pepper)

SNACKS (AVAILABLE ALL DAY):

- Fresh fruit (apples, bananas, oranges, seasonal)
- Granola bars, protein bars
- Chips, crackers, pretzels
- Candy, cookies, pastries
- Atlanta Special: Occasionally, we bring in Peaches (when in season), Krispy Kreme donuts (Friday mornings), Chick-fil-A nuggets (team celebrations)



BEVERAGES:

- Unlimited coffee, tea, hot chocolate
- Sodas (Coke, Sprite, Dr. Pepper, etc.)
- Bottled water, flavored water
- Energy drinks (Red Bull, Monster - for those late-night shifts)

- Sweet Tea (it's Georgia, y'all)

⚠️ CANTEEN RULES:

✅ DO:

- Take what you need during your break
- Clean up after yourself (throw away trash, wash your dishes)
- Label your food if you meal prep (use the fridge with your name)
- Request dietary accommodations (we offer vegetarian, vegan, gluten-free options)

❌ DON'T:

- Hoard food (no taking 10 granola bars "for later")
- Steal coworkers' labeled meals from the fridge (yes, we've had to install cameras)
- Leave messy stations (clean the microwave when you splatter your food)
- Waste food (take only what you'll eat)
- Bring outside food that smells up the kitchen (no reheating fish from home)

🏋️ THE BLADE FITNESS CENTER

HOURS: 5:00 AM - 10:00 PM (Monday-Friday) | 8:00 AM - 6:00 PM (Saturday)

## EQUIPMENT:

- Cardio Zone: 6 treadmills, 4 ellipticals, 3 stationary bikes, 2 rowing machines
- Strength Zone: Full dumbbell rack (5-100 lbs), barbell plates, squat rack, bench press, leg press machine, cable machine
- Functional Training: Kettlebells, resistance bands, medicine balls, battle ropes, TRX suspension trainers
- Stretching Area: Yoga mats, foam rollers, stretching straps

## CLASSES (FREE FOR STAFF):

- Monday/Wednesday/Friday 7:00 AM: Morning Yoga
- Tuesday/Thursday 12:00 PM: Lunchtime HIIT (High-Intensity Interval Training)
- Wednesday 5:30 PM: After-Work Strength Training

 **FITBIT CHALLENGE:** Monthly step challenges with prizes (gift cards, extra PTO, Blade swag)

## GYM RULES:

### DO:

- Wipe down equipment after use (disinfectant spray provided)
- Rerack your weights (don't leave 45-lb plates on the bar)
- Share equipment during peak hours

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- Wear appropriate athletic attire and closed-toe shoes
- Bring a towel

### ✗ DON'T:

- Monopolize equipment (no 30-minute phone scrolling between sets)
- Drop weights (we're on the 3rd floor, the people below don't appreciate it)
- Wear jeans, sandals, or work clothes
- Use the gym while on the clock (use your break time)
- Grunt excessively (we know you're lifting heavy, but keep it reasonable)

### 🎮 THE GAME ROOM (STRESS RELIEF ZONE)

HOURS: 7:00 AM - 9:00 PM (Monday-Friday)

### AVAILABLE:

- Gaming Consoles: PS5, Xbox Series X, Nintendo Switch
  - Games: FIFA 24, NBA 2K24, Madden NFL, Mario Kart, Super Smash Bros
- Pool Table: Regulation size, fully stocked with cues and balls
- Ping Pong Table: Paddles and balls provided
- Foosball Table: Classic 4-on-4 action

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- Board Games: Chess, Checkers, Uno, Cards Against Humanity (work-appropriate edition), Jenga
- Arcade Cabinet: Pac-Man, Street Fighter II, Galaga (yes, we went retro)

#### TOURNAMENTS:

- Friday Night Gaming: 6:00 PM - 9:00 PM (Pizza provided)
- Monthly FIFA Tournament: Winner gets \$200 cash prize
- Ping Pong Ladder: Challenge anyone, climb the rankings

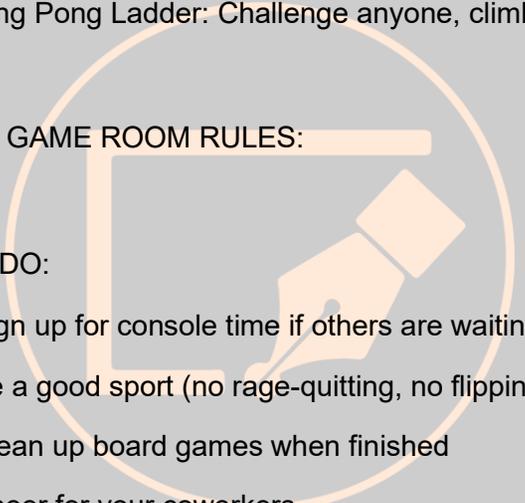
#### ⚠ GAME ROOM RULES:

##### ✅ DO:

- Sign up for console time if others are waiting (30-min limit during peak hours)
- Be a good sport (no rage-quitting, no flipping tables)
- Clean up board games when finished
- Cheer for your coworkers

##### ❌ DON'T:

- Play games during work hours without manager approval
- Use profanity or toxic behavior (we're Christians, remember?)
- Damage equipment (you break it, you pay for it)



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- Hog the console for 3 hours straight

## PRAYER & MEDITATION ROOM

HOURS: 24/7 (Keycard access)

A quiet, peaceful space for:

- Personal prayer
- Bible reading
- Meditation
- Confidential phone calls with family/pastor
- Decompressing after a difficult client interaction

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EQUIPMENT:

- Comfortable seating (couches, chairs, prayer kneelers)
- Bibles (various translations: KJV, NIV, ESV, NKJV)
- Worship music playlist (Bluetooth speaker)
- Tissues (for when the Holy Spirit moves)

RULES:

- Silence your phone
- Respect others' prayer time
- No sleeping (there are break rooms for that)
- Keep it clean and reverent

#### LOUNGE & BREAK ROOMS

COMFORTABLE SEATING: Couches, recliners, coffee tables

TV: Mounted 65-inch (news, sports during breaks - no Netflix on company time)

MICROWAVE & FRIDGE: For personal meals

VENDING MACHINES: Extra snacks if canteen is closed

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#### 7 DRESS CODE & PROFESSIONAL PRESENTATION

YOU REPRESENT BLADE RESEARCH INC. DRESS LIKE IT.

We're professional, but we're not a law firm. We're faith-based, but we're not a church service (except Thursday Chapel). Here's the balance:

 IN-OFFICE DRESS CODE (ATLANTA HQ):

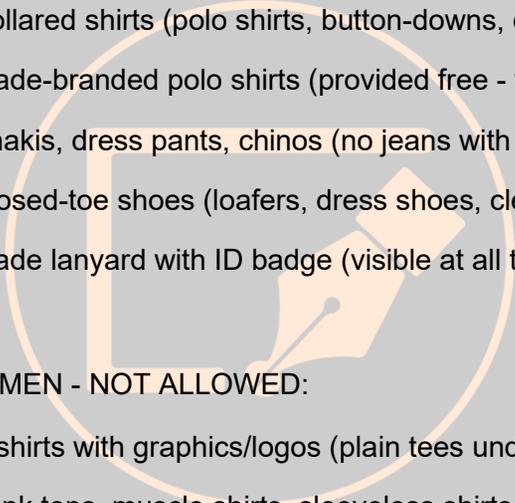
## MONDAY - THURSDAY: BUSINESS CASUAL

 MEN:

- Collared shirts (polo shirts, button-downs, dress shirts)
- Blade-branded polo shirts (provided free - wear them!)
- Khakis, dress pants, chinos (no jeans with holes, no cargo shorts)
- Closed-toe shoes (loafers, dress shoes, clean sneakers)
- Blade lanyard with ID badge (visible at all times)

 MEN - NOT ALLOWED:

- T-shirts with graphics/logos (plain tees under polo is okay)
- Tank tops, muscle shirts, sleeveless shirts
- Shorts (unless it's Casual Friday in summer)
- Flip-flops, slides, shower shoes
- Sagging pants (we can see your underwear - not appropriate)
- Excessive cologne (one spray, not the whole bottle)



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✔ WOMEN:

- Blouses, sweaters, cardigans, professional tops
- Blade-branded apparel (polo shirts, blazers, sweaters)
- Dress pants, khakis, professional skirts (knee-length or longer)
- Dresses (professional, not club attire)
- Closed-toe or peep-toe shoes (flats, heels, clean fashionable sneakers)
- Blade lanyard with ID badge (visible at all times)

✘ WOMEN - NOT ALLOWED:

- Low-cut tops (if you have to adjust it constantly, it's too low)
- Mini skirts, short shorts
- Leggings as pants (okay under a long tunic/dress)
- Flip-flops, shower shoes
- Excessive jewelry that makes noise when you type
- Strong perfume (one spray, not a cloud)



FRIDAY: CASUAL DAY (BUT STILL PROFESSIONAL)

✔ ALLOWED:

- Clean, non-offensive graphic tees (no profanity, no drugs, no alcohol, no inappropriate images)

- Jeans (no holes, no rips, no excessive fading)
- Clean sneakers (Jordan's, Nike, Adidas - not worn-out gym shoes)
- Hoodies (Blade-branded preferred)

#### ✗ STILL NOT ALLOWED:

- Pajama pants, sweatpants (unless you're in the gym)
- Clothing with profanity or drug/alcohol references
- Revealing clothing



#### REMOTE WORK DRESS CODE:

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#### ON CAMERA (Zoom meetings with clients or team):

- Business casual from the waist up (we can't see your pajama pants, but please wear real pants)
- Blade-branded shirt strongly encouraged
- Neat, groomed appearance (brush your hair, shave or groom facial hair)
- Professional background or Blade virtual background

#### OFF CAMERA (doing independent work):

- Comfortable clothing (we trust you)
- BUT: If we call you unexpectedly, you should be presentable within 5 minutes

 THURSDAY CHAPEL DRESS CODE:

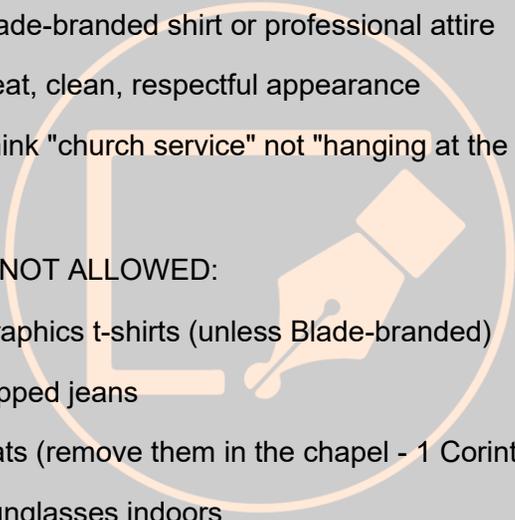
THIS IS NON-NEGOTIABLE.

 REQUIRED:

- Blade-branded shirt or professional attire
- Neat, clean, respectful appearance
- Think "church service" not "hanging at the mall"

 NOT ALLOWED:

- Graphics t-shirts (unless Blade-branded)
- Ripped jeans
- Hats (remove them in the chapel - 1 Corinthians 11:4)
- Sunglasses indoors
- Chewing gum



We're going into God's house. Dress accordingly.

## 8 💰 COMPENSATION, BONUSES & INCENTIVES

WE PAY WELL. WE REWARD EXCELLENCE. WE TAKE CARE OF OUR PEOPLE.

Blade Research Inc. believes in compensating our staff fairly and generously. We're not here to nickel-and-dime you. We're here to build careers.

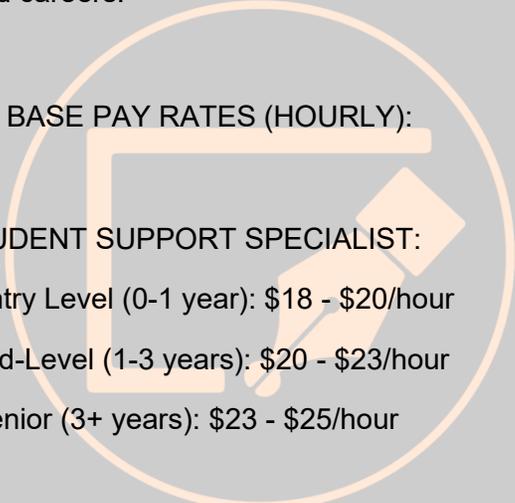
### 📊 BASE PAY RATES (HOURLY):

#### STUDENT SUPPORT SPECIALIST:

- Entry Level (0-1 year): \$18 - \$20/hour
- Mid-Level (1-3 years): \$20 - \$23/hour
- Senior (3+ years): \$23 - \$25/hour

#### ACADEMIC EDITOR/WRITER:

- Junior Editor (Bachelor's): \$25 - \$30/hour
- Senior Editor (Master's): \$30 - \$38/hour
- PhD-Level Editor: \$38 - \$45/hour
- Per-Project Bonuses: Additional \$50-\$500 per completed dissertation/thesis



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TECHNICAL SUPPORT / APP MODERATOR:

- Level 1: \$20 - \$24/hour
- Level 2: \$24 - \$28/hour
- Team Lead: \$28 - \$32/hour

OPERATIONS / ADMIN:

- Coordinator: \$22 - \$26/hour
- Manager: \$30 - \$38/hour
- Director: \$45 - \$60/hour

SHIFT DIFFERENTIALS:

- Evening Shift (4 PM - 12 AM): +\$2/hour
- Night Shift (12 AM - 8 AM): +\$3/hour
- Weekend Work: +\$5/hour
- Holiday Work: +\$10/hour (time and a half)



 PERFORMANCE BONUSES:

MONTHLY BONUSES:

✔ Quality Excellence Bonus: \$200-\$500

- Maintain 4.9/5.0 client satisfaction rating
- Zero errors in your work
- Zero complaints

✔ Volume Bonus: \$100-\$300

- Complete 150% of your assigned workload
- Without sacrificing quality

✔ Perfect Attendance Bonus: \$150

- No call-outs, no tardiness, no early departures
- Full month worked

✔ Client Kudos Bonus: \$50-\$100 per mention

- When a client specifically names you in a positive review



QUARTERLY BONUSES:

✔ Top Performer Bonus: \$1,000

- Awarded to the 1 staff member each quarter

- Based on quality, volume, attendance, and teamwork

✔ Team Goal Bonus: \$500 per person

- When the entire team hits quarterly targets

#### ANNUAL BONUSES:

✔ 13th Month Pay: One extra month's salary (December)

✔ Profit Sharing: 5-10% of annual salary based on company performance

✔ Loyalty Bonus:

- 1 Year: \$500 + extra week PTO

- 3 Years: \$1,500 + Blade-branded laptop

- 5 Years: \$5,000 + paid vacation to anywhere in the US

- 10 Years: \$10,000 + sabbatical (1 month paid leave)



#### 🇺🇸 BENEFITS PACKAGE (FULL-TIME STAFF):

#### HEALTH & WELLNESS:

- Medical Insurance: 80% company-paid (you pay 20%)

- Dental Insurance: 100% company-paid

- Vision Insurance: 100% company-paid
- Life Insurance: 2x annual salary (company-paid)
- Disability Insurance: Short-term and long-term (company-paid)

#### RETIREMENT:

- 401(k) Plan: Company matches up to 6% of your salary
- Vesting: Immediate (it's YOUR money from Day 1)

#### PAID TIME OFF:

- Vacation Days:
  - Year 1: 10 days
  - Year 2-4: 15 days
  - Year 5+: 20 days
- Sick Days: 10 days per year (rolls over up to 20 days)
- Personal Days: 3 days per year
- Bereavement Leave: 5 days (immediate family), 3 days (extended family)
- Jury Duty: Fully paid
- Military Leave: As required by law

#### SPECIAL BLADE BENEFITS:



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- Free Transportation: (As detailed in Section 3)
- Free Meals: Breakfast and lunch daily (canteen)
- Free Gym Membership: On-site fitness center
- Free Chapel Counseling: Access to pastoral care
- Tuition Reimbursement: Up to \$5,000/year for continuing education
- Childcare Stipend: \$200/month for staff with children under 12
- Internet Stipend: \$75/month for remote staff
- Phone Stipend: \$50/month for on-call staff
- Home Office Stipend: \$500 one-time (after 90 days for remote staff)

PERKS:

- Employee Discount: 30% off Blade services for family members
- Referral Bonus: \$500 for every successful hire you refer
- Birthday Bonus: \$100 gift card + day off
- Anniversary Bonus: Gift card based on years of service
- Team Events: Quarterly team outings (Top Golf, Braves games, Escape rooms)
- Annual Retreat: 3-day all-expenses-paid staff retreat (usually at a Georgia lake or mountain resort)



## 9 HIRING PROCESS & PROBATIONARY PERIOD

WE HIRE SLOW. WE FIRE FAST.

Blade Research Inc. has a rigorous, multi-stage hiring process designed to identify only the BEST candidates. We're not looking to fill a seat; we're looking to build a legacy.

### THE HIRING PROCESS:

#### STAGE 1: APPLICATION REVIEW (1-3 Days)

- Submit your resume, cover letter, and writing samples to [career@bladeresearchinc.com](mailto:career@bladeresearchinc.com)
- DEADLINE MATTERS: Late applications are DELETED. No exceptions.
- Our HR team reviews for:
  - Relevant experience
  - Educational qualifications
  - Writing quality (typos = automatic rejection)
- Alignment with our faith-based values

#### STAGE 2: PHONE SCREENING (15-20 Minutes)

- HR representative calls you



- Questions about:

- Your background and experience
- Why you want to work at Blade
- Your availability and schedule preferences
- Your faith journey (yes, we ask this)
- Salary expectations

- Red Flags:

- Can't articulate why you want THIS job
- Only interested in money
- Unwilling to attend Thursday Chapel
- Negative attitude toward previous employers



STAGE 3: SKILLS ASSESSMENT (48-Hour Turnaround)

You'll receive a realistic work sample:

For Editors:

- Edit a 1,500-word research paper (APA format)
- Identify and fix: grammar errors, citation issues, flow problems
- Provide a 200-word feedback letter to the "student"

#### For Support Staff:

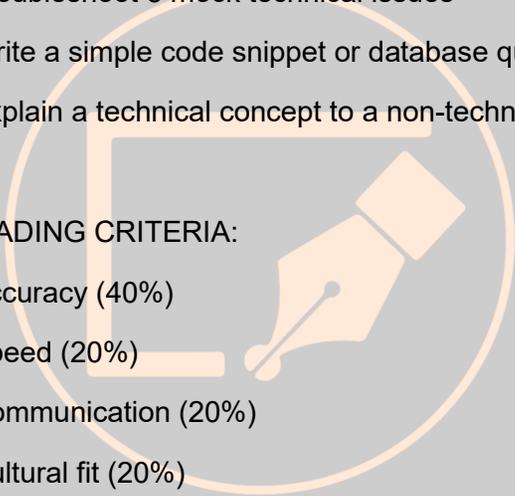
- Respond to 5 mock client emails (complaints, questions, urgent requests)
- Demonstrate empathy, professionalism, and problem-solving
- Complete a mock order entry in our system

#### For Tech Roles:

- Troubleshoot 3 mock technical issues
- Write a simple code snippet or database query
- Explain a technical concept to a non-technical person

#### GRADING CRITERIA:

- Accuracy (40%)
- Speed (20%)
- Communication (20%)
- Cultural fit (20%)



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Minimum passing score: 85%. Anything less = rejection.

#### STAGE 4: IN-PERSON INTERVIEW (Atlanta HQ or Zoom)

Panel Interview with:

- Hiring Manager
- Department Head
- HR Representative
- Sometimes: Founder or Senior Pastor

#### QUESTIONS WE ASK:

1. "Tell us about your faith journey and how it impacts your work."
2. "Describe a time you made a mistake at work. How did you handle it?"
3. "What would you do if a client asked you to plagiarize or cheat?"
4. "Why do you want to work at a faith-based company?"
5. "Where do you see yourself in 5 years?"
6. "How do you handle stress and tight deadlines?"
7. "What does integrity mean to you?"



#### WHAT WE'RE LOOKING FOR:

- Authentic faith (not just saying the right words)
- Humility (willingness to learn and be corrected)
- Work ethic (examples of going above and beyond)
- Team player mentality (not a lone wolf)
- Coachability (open to feedback)

## STAGE 5: REFERENCE & BACKGROUND CHECK (3-5 Days)

- We call your 3 professional references

- We ask tough questions:

- "Would you rehire this person?"

- "What are their weaknesses?"

- "How do they handle criticism?"

- "Did they have any attendance issues?"

- Background Check:

- Criminal history (felonies = automatic disqualification)

- Employment verification

- Education verification (we call your university)

- Credit check (for finance-related positions)

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## STAGE 6: JOB OFFER (1-2 Days)

- If you pass all stages, you receive a formal offer letter

- Includes:

- Position title

- Start date

- Compensation details

- Benefits summary
- Contingencies (background check, drug test)
- You have 48 hours to accept or decline

#### STAGE 7: PRE-EMPLOYMENT REQUIREMENTS

- Drug Test: Urine screening (marijuana is still illegal federally and in our workplace)
- Physical Exam: Basic health screening
- I-9 Verification: Proof of eligibility to work in the US
- Sign All Paperwork:
  - Employment contract
  - NDA (Non-Disclosure Agreement)
  - Employee handbook acknowledgment
  - Code of ethics agreement
  - Social media policy
  - Confidentiality agreement



#### PROBATIONARY PERIOD (FIRST 90 DAYS):

THIS IS YOUR AUDITION. EVERY DAY IS A TEST.

## WEEK 1: ORIENTATION & TRAINING

- Day 1: Company overview, culture, values, Thursday Chapel introduction
- Day 2: Systems training (software, platforms, tools)
- Day 3: Shadowing experienced staff
- Day 4: Supervised practice work
- Day 5: First independent assignments + feedback session

## WEEKS 2-4: SUPERVISED WORK

- You're assigned a Mentor (senior staff member)
- Daily check-ins with your manager
- Weekly performance reviews
- Gradual increase in workload



## WEEKS 5-8: INDEPENDENT WORK (WITH OVERSIGHT)

- Handle your own caseload
- Weekly performance metrics reviewed
- Mid-point probation review (Week 6)
- Warning signs addressed immediately

## WEEKS 9-12: FINAL EVALUATION

- Performance metrics must meet standards:

- Quality Score: 90% or higher
- On-Time Delivery: 95% or higher
- Client Satisfaction: 4.5/5.0 or higher
- Attendance: No unexcused absences, no more than 1 tardy
- Chapel Attendance: 100% (no unexcused absences)

- Final review with manager and HR

- Decision:

- PASS: Converted to permanent employee, benefits activated
-  EXTENSION: 30-day extension (if close but not quite there)
-  FAIL: Termination (no severance, no unemployment eligibility)



 COMMON REASONS PEOPLE FAIL PROBATION:

 Attendance Issues:

- Calling out sick more than twice
- Tardy more than 3 times
- Missing Thursday Chapel (even once)

 Quality Issues:

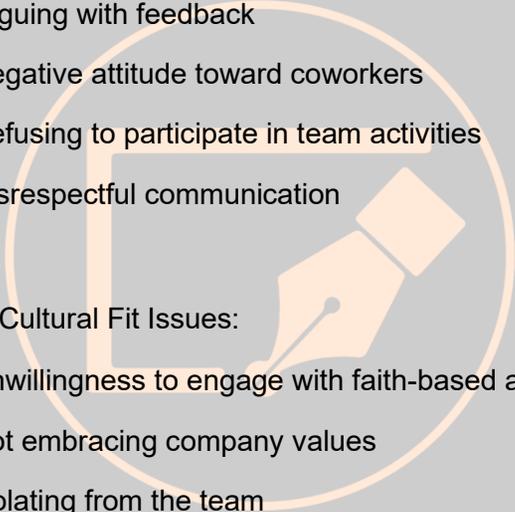
- Repeated errors in work
- Not following instructions
- Plagiarism or AI misuse
- Missing deadlines

✗ Attitude Issues:

- Arguing with feedback
- Negative attitude toward coworkers
- Refusing to participate in team activities
- Disrespectful communication

✗ Cultural Fit Issues:

- Unwillingness to engage with faith-based aspects
- Not embracing company values
- Isolating from the team
- Violating code of ethics



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WE WANT YOU TO SUCCEED. But we won't lower our standards.

10 📖 CODE OF CONDUCT & ETHICAL STANDARDS

OUR REPUTATION IS EVERYTHING. PROTECT IT.

Blade Research Inc. operates with uncompromising integrity. We serve students during some of the most stressful times of their lives. They trust us with their academic futures. That trust is sacred.

† FAITH-BASED ETHICAL FOUNDATION:

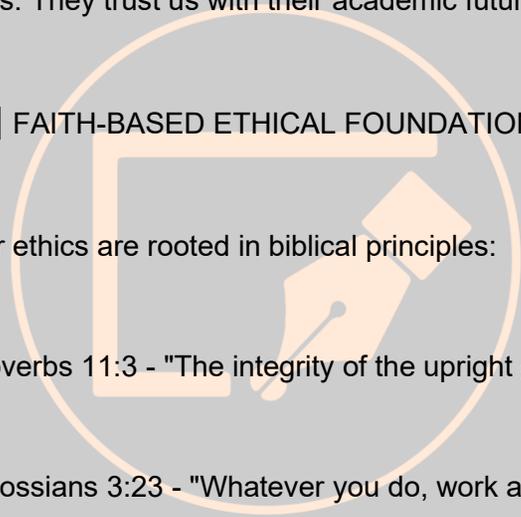
Our ethics are rooted in biblical principles:

Proverbs 11:3 - "The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity."

Colossians 3:23 - "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters."

Matthew 5:37 - "All you need to say is simply 'Yes' or 'No'; anything beyond this comes from the evil one."

🚫 ZERO-TOLERANCE POLICIES:



## 1. PLAGIARISM

- DEFINITION: Submitting someone else's work as your own or as original student work
- CONSEQUENCE: IMMEDIATE TERMINATION + POSSIBLE LEGAL ACTION
- EXAMPLES:
  - Copying from internet sources without citation
  - Reusing work from previous students
  - Purchasing content from other services and reselling
  - Allowing students to submit your work without proper attribution

## 2. ACADEMIC DISHONESTY

- DEFINITION: Helping students cheat or bypass academic integrity policies
- CONSEQUENCE: IMMEDIATE TERMINATION
- EXAMPLES:
  - Writing a paper for a student to submit as their own without disclosure
  - Taking exams for students
  - Creating fake citations or data
  - Bypassing plagiarism detection software

## 3. AI MISUSE

- DEFINITION: Relying on AI to do work that should be human-generated



- CONSEQUENCE: Written warning (1st), Termination (2nd)

- OUR POLICY:

- AI can be used for brainstorming and outlines ONLY
- All final content must be human-written
- AI-generated content must be disclosed to clients
- 100% human verification required on all deliverables

#### 4. CONFIDENTIALITY BREACHES

- DEFINITION: Sharing private client or company information
- CONSEQUENCE: IMMEDIATE TERMINATION + LEGAL ACTION
- EXAMPLES:
  - Discussing client details with unauthorized persons
  - Posting about work on social media (even without names)
  - Sharing internal documents or processes
  - Selling client data



#### 5. CONFLICT OF INTEREST

- DEFINITION: Personal interests that interfere with company duties
- CONSEQUENCE: Written warning or Termination (depending on severity)
- EXAMPLES:

- Working for a competitor while employed at Blade
- Referring clients to your side business
- Accepting gifts from vendors or clients
- Hiring family members without disclosure

✔ EXPECTED BEHAVIORS:

1. PROFESSIONALISM

- Treat every client with respect, regardless of their background, beliefs, or behavior
- Respond to emails and messages within 2 hours **during work hours**
- Use proper grammar and spelling in all communications
- Maintain a calm, solution-oriented demeanor even with difficult clients

2. TEAMWORK

- Help coworkers when they're overwhelmed
- Share knowledge and best practices
- Participate in team meetings and training
- Celebrate others' successes (no jealousy or competition)

3. ACCOUNTABILITY



- Own your mistakes immediately
- Don't make excuses
- Learn from feedback
- Meet your commitments

#### 4. RESPECT

- No gossip or backbiting
- No bullying or harassment
- No discrimination (race, gender, age, disability, etc.)
- Honor differing opinions (within biblical boundaries)

#### 5. STEWARDSHIP

- Use company resources wisely
- Don't waste time on personal activities during work hours
- Protect company property
- Look for ways to save money and improve efficiency



#### SOCIAL MEDIA POLICY:

WHAT YOU CAN DO:

- ✔ Post that you work for Blade Research Inc.
- ✔ Share company announcements (when approved)
- ✔ Post positive, professional content about your work experience
- ✔ Engage with Blade's official social media accounts

#### WHAT YOU CANNOT DO:

- ✗ Post client information (even anonymized)
- ✗ Complain about work, clients, or coworkers online
- ✗ Share internal documents, screenshots, or processes
- ✗ Post inappropriate content that reflects poorly on Blade
- ✗ Argue with clients or critics on social media
- ✗ Use Blade's name to promote your personal business

#### CONSEQUENCE FOR VIOLATIONS:

- 1st offense: Written warning + mandatory social media training
- 2nd offense: Suspension (3 days unpaid)
- 3rd offense: TERMINATION

#### SUBSTANCE ABUSE POLICY:

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## WE MAINTAIN A DRUG-FREE WORKPLACE.

### PROHIBITED:

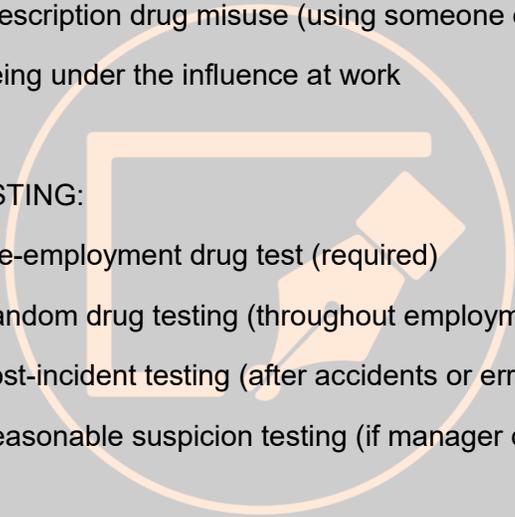
- Alcohol during work hours or at work events (except approved company parties)
- Illegal drugs (marijuana, cocaine, heroin, etc.) - ZERO TOLERANCE
- Prescription drug misuse (using someone else's medication, taking more than prescribed)
- Being under the influence at work

### TESTING:

- Pre-employment drug test (required)
- Random drug testing (throughout employment)
- Post-incident testing (after accidents or errors)
- Reasonable suspicion testing (if manager observes signs)

### CONSEQUENCE FOR POSITIVE TEST:

- Immediate termination
- No severance
- No unemployment benefits
- Possible referral to law enforcement

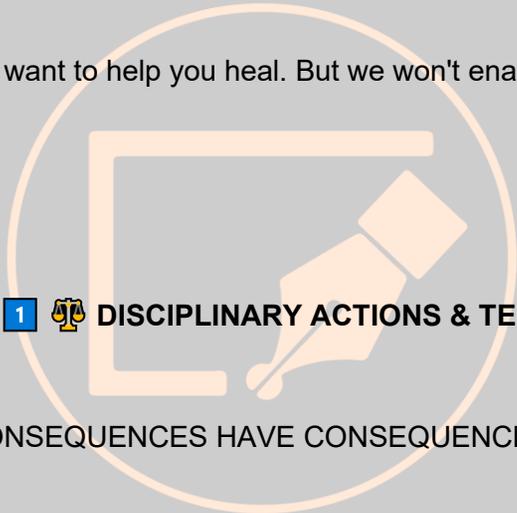


HELP IS AVAILABLE:

If you or a coworker struggles with substance abuse, come forward BEFORE it becomes a problem. We offer:

- Confidential counseling
- Referral to treatment programs
- Leave of absence for rehabilitation (job protection for 90 days)

We want to help you heal. But we won't enable destructive behavior.



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**1 1**  **DISCIPLINARY ACTIONS & TERMINATION**

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CONSEQUENCES HAVE CONSEQUENCES.

Blade Research Inc. believes in redemption, restoration, and second chances. But we also believe in accountability, justice, and protecting our mission.

 **PROGRESSIVE DISCIPLINE SYSTEM:**

**LEVEL 1: VERBAL COUNSELING**

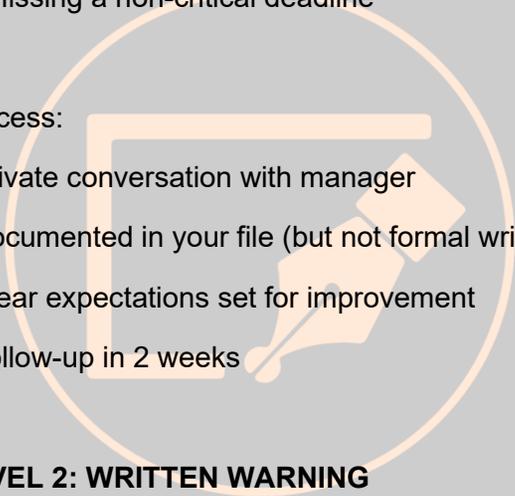
For: Minor, first-time offenses

- Examples:

- 1-2 instances of tardiness
- Minor quality error (caught before client sees it)
- Forgetting to clock in/out
- Dress code violation (first time)
- Missing a non-critical deadline

Process:

- Private conversation with manager
- Documented in your file (but not formal write-up)
- Clear expectations set for improvement
- Follow-up in 2 weeks



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## **LEVEL 2: WRITTEN WARNING**

For: Repeated minor offenses or moderate single offenses

- Examples:

- 3+ instances of tardiness in a month
- Quality error that reached the client (but was resolved)
- Unprofessional communication with coworker

- Missing Thursday Chapel without excuse
- Excessive personal phone use during work

### Process:

- Formal meeting with manager and HR

- Written document outlining:

- The violation
- Impact on the company
- Required corrective action
- Timeline for improvement
- Consequences of non-compliance

- You sign the document (signature = acknowledgment, not necessarily agreement)

- Placed in your permanent file
- 30-day improvement plan



### LEVEL 3: FINAL WARNING

For: Serious offenses or failure to improve after written warning

- Examples:
  - Continued tardiness after written warning
  - Multiple quality errors

- Disrespectful behavior toward client or coworker
- Violation of code of ethics (minor)
- Attendance issues (3+ unexcused absences)

Process:

- Formal meeting with manager, HR, and department head
- Written document (more severe than Level 2)
- Possible 1-3 day suspension without pay
- 60-day improvement plan
- Next violation = termination
- Copy sent to your personal email

**LEVEL 4: TERMINATION**

For: Gross misconduct or failure to improve after final warning

 **IMMEDIATE TERMINATION OFFENSES (NO WARNINGS):**

These offenses result in INSTANT termination. No second chances. No appeals.

1. Theft or Fraud



- Stealing money, equipment, or supplies
- Falsifying time records
- Expense report fraud
- Misuse of company credit card

## 2. Violence or Threats

- Physical assault
- Verbal threats of violence
- Intimidation or bullying
- Bringing weapons to work

## 3. Sexual Harassment

- Unwanted sexual advances
- Inappropriate touching
- Sexual comments or jokes
- Quid pro quo demands

## 4. Discrimination

- Racist, sexist, or homophobic remarks
- Excluding coworkers based on protected characteristics



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- Hostile work environment creation

## 5. Breach of Confidentiality

- Sharing client data
- Selling company information
- Posting confidential info online

## 6. Plagiarism or Academic Fraud

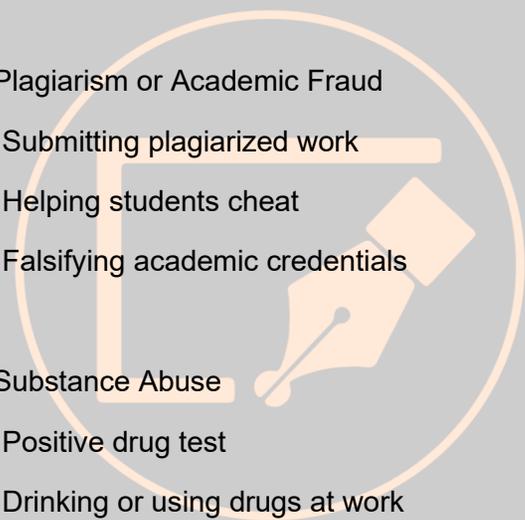
- Submitting plagiarized work
- Helping students cheat
- Falsifying academic credentials

## 7. Substance Abuse

- Positive drug test
- Drinking or using drugs at work
- Coming to work impaired

## 8. Gross Insubordination

- Refusing direct orders from management
- Publicly undermining leadership



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- Inciting rebellion among staff

## 9. Criminal Activity

- Arrest or conviction for felony
- Crime involving moral turpitude
- Crime that damages company reputation

## 10. Abandonment of Position

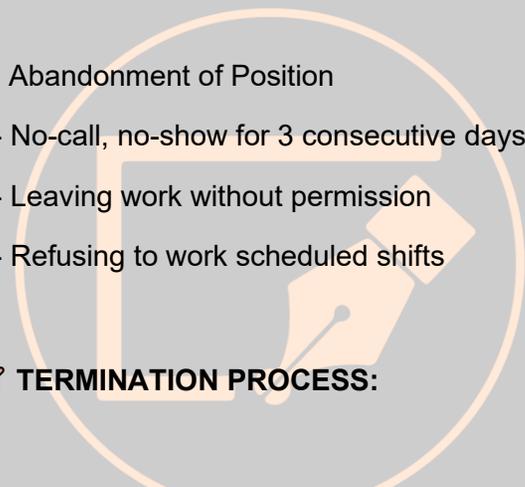
- No-call, no-show for 3 consecutive days
- Leaving work without permission
- Refusing to work scheduled shifts



### **TERMINATION PROCESS:**

For Cause (Misconduct):

1. Investigation (if needed)
2. Decision by HR and leadership
3. Termination meeting (in person or via Zoom)
4. Explanation of reasons
5. Collection of company property (laptop, badge, keys, etc.)



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6. Final paycheck (according to state law - GA requires immediate payment)
7. No severance
8. Not eligible for rehire
9. Unemployment benefits contested

#### **Without Cause (Layoff/Restructuring):**

1. Advance notice (when possible)
2. Severance package (2 weeks pay per year of service)
3. Continuation of benefits (30-90 days)
4. Outplacement assistance
5. Eligible for rehire
6. Positive reference provided
7. Unemployment benefits not contested



#### **Resignation (Voluntary):**

- 2 weeks notice required (2 weeks for staff, 4 weeks for managers)
- Exit interview
- Return of company property
- Final paycheck (immediate in GA)
- Eligible for rehire (if you left in good standing)

- Reference provided based on performance

**⚠ POST-TERMINATION OBLIGATIONS:**

Even after you leave, you're still bound by:

1. Non-Disclosure Agreement (NDA)

- Cannot share company secrets
- Cannot disclose client information
- Survives indefinitely

2. Non-Compete Agreement (for senior staff)

- Cannot work for direct competitors for 6 months
- Cannot solicit Blade clients for 12 months
- Cannot recruit Blade employees for 12 months

3. Return of Property

- All company equipment must be returned within 24 hours
- Failure to return = police report + civil lawsuit



#### 4. Final Paycheck Deductions

- Unreturned equipment (charged at replacement cost)
- Outstanding advances
- Overpayments
- Written authorization required for deductions

#### EXIT INTERVIEW:

We want to learn from your departure.

Whether you're leaving voluntarily or being terminated, we conduct an exit interview to understand:

- Why you're leaving
- What we could have done better
- Your feedback on the company
- Your future plans

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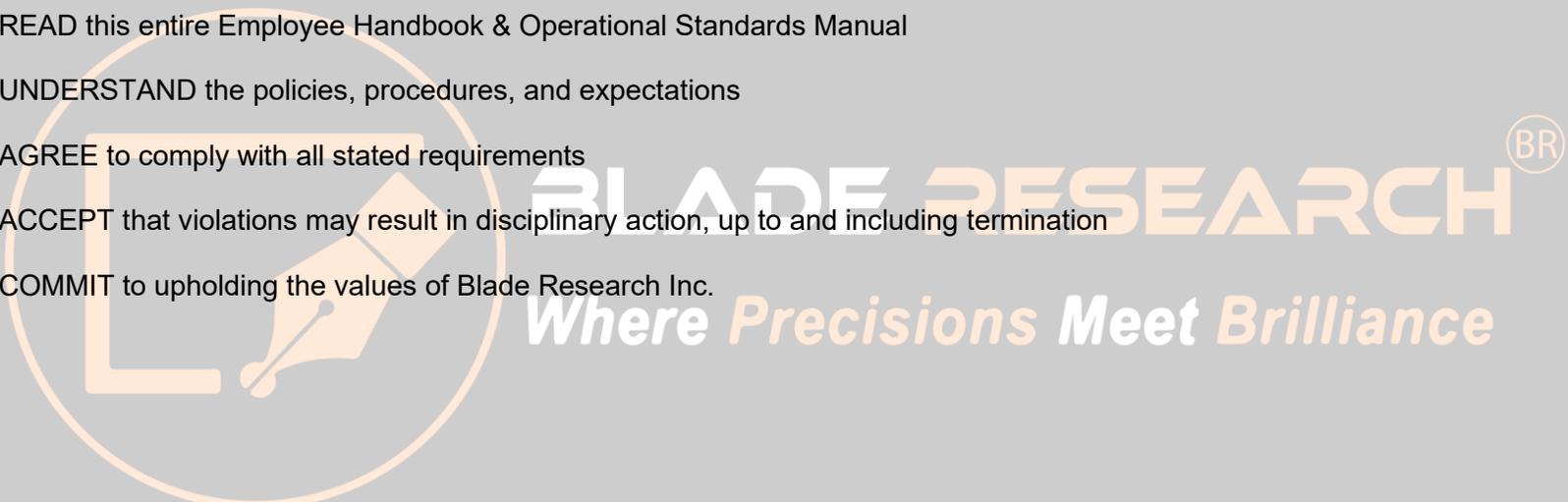
Honesty is appreciated. Burning bridges is not.

**1 2 ✓ ACKNOWLEDGMENT & COMMITMENT PLEDGE**

YOUR SIGNATURE IS YOUR BOND.

By signing below, you acknowledge that you have:

- READ this entire Employee Handbook & Operational Standards Manual
- UNDERSTAND the policies, procedures, and expectations
- AGREE to comply with all stated requirements
- ACCEPT that violations may result in disciplinary action, up to and including termination
- COMMIT to upholding the values of Blade Research Inc.



 EMPLOYEE ACKNOWLEDGMENT FORM

EMPLOYEE INFORMATION:

Full Legal Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Start Date: \_\_\_\_\_

Employee ID: \_\_\_\_\_



**FAITH & VALUES COMMITMENT:**



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I understand that Blade Research Inc. is a faith-based organization.

I commit to:

- Attending Thursday Chapel every week (unless pre-approved excuse)
- Conducting myself in a manner consistent with Christian values
- Treating clients, coworkers, and stakeholders with love and respect
- Upholding integrity in all my work
- Representing Blade Research Inc. with honor and dignity

If my personal beliefs conflict with the faith-based mission of this company, I will respectfully seek employment elsewhere.

 **CONFIDENTIALITY & ETHICS PLEDGE:**

I understand that I will have access to confidential information.

I pledge to:

- Never disclose client information to unauthorized persons
- Never use company information for personal gain
- Never engage in plagiarism, fraud, or academic dishonesty
- Never misuse company resources (vehicles, equipment, funds)
- Report any ethical violations I witness

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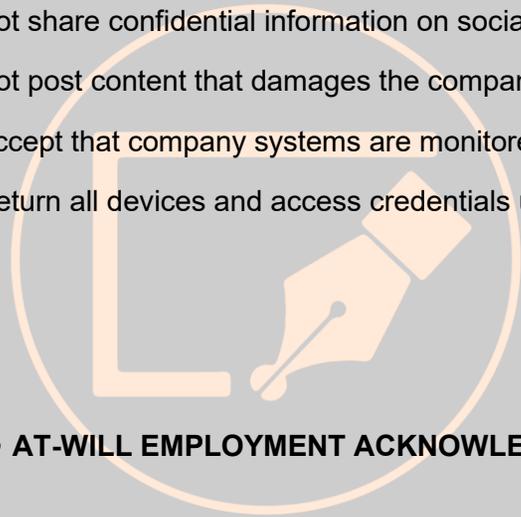
I understand that breach of this pledge may result in immediate termination and legal action.

 **SOCIAL MEDIA & TECHNOLOGY AGREEMENT:**

I understand the company's technology and social media policies.

I agree to:

- Use company devices and systems for business purposes only
- Not share confidential information on social media
- Not post content that damages the company's reputation
- Accept that company systems are monitored and not private
- Return all devices and access credentials upon termination



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 **AT-WILL EMPLOYMENT ACKNOWLEDGMENT:**

I understand that my employment with Blade Research Inc. is "at-will."

This means:

- Either I or the company can terminate employment at any time
- With or without cause

- With or without notice
- No verbal or written agreement can change this except a signed document from the Founder

 SIGNATURES:

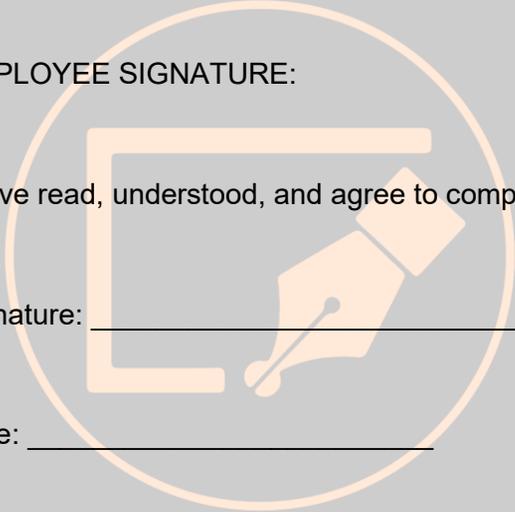
EMPLOYEE SIGNATURE:

I have read, understood, and agree to comply with this Employee Handbook and all company policies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



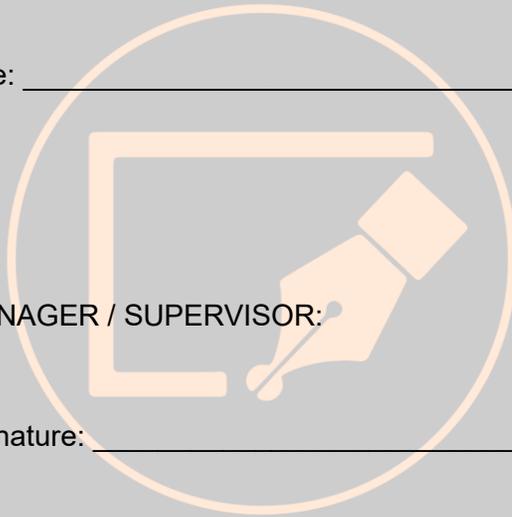
WITNESS / HR REPRESENTATIVE:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_



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MANAGER / SUPERVISOR:

*Where Precisions Meet Brilliance*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**📎 ATTACHMENTS & ACKNOWLEDGED DOCUMENTS:**

I acknowledge receipt of the following:

- Employee Handbook (this document)
- Code of Ethics & Conduct
- Non-Disclosure Agreement (NDA)
- Non-Compete Agreement (if applicable)
- Benefits Summary
- Emergency Contact Form
- Direct Deposit Authorization
- I-9 Employment Eligibility Verification
- W-4 Tax Withholding Form
- Background Check Authorization
- Drug Testing Consent Form
- Technology Acceptable Use Policy



- Social Media Policy
- Safety & Security Guidelines
- Thursday Chapel Attendance Policy
- Transportation Benefit Agreement (if applicable)

 **EMERGENCY CONTACTS & RESOURCES:**

KEEP THIS INFORMATION ACCESSIBLE:

HR Department:

- Phone: (404) 555-BLADE (2523)
- Email: [hr@bladeresearchinc.com](mailto:hr@bladeresearchinc.com)
- Office: Suite 300, Atlanta HQ



IT Support (24/7):

- Phone: (404) 555-TECH (8324)
- Email: [support@bladeresearchinc.com](mailto:support@bladeresearchinc.com)

### Pastoral Care / Spiritual Counseling:

- Phone: (404) 555-PRAY (7729)
- Email: [care@bladeresearchinc.com](mailto:care@bladeresearchinc.com)
- Confidential - Protected by clergy-penitent privilege

### Anonymous Ethics Hotline:

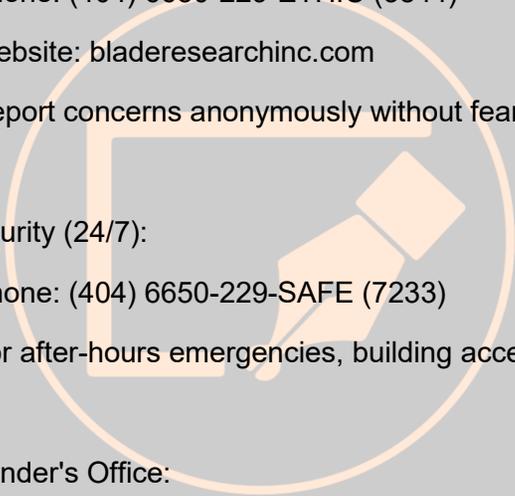
- Phone: (404) 6650-229-ETHIC (3844)
- Website: [bladeresearchinc.com](http://bladeresearchinc.com)
- Report concerns anonymously without fear of retaliation

### Security (24/7):

- Phone: (404) 6650-229-SAFE (7233)
- For after-hours emergencies, building access issues, safety concerns

### Founder's Office:

- Email: [info@bladeresearchinc.com](mailto:info@bladeresearchinc.com)
- For critical concerns that cannot be resolved through normal channels



**BLADE RESEARCH** <sup>BR</sup>

*Where Precisions Meet Brilliance*

 **HANDBOOK UPDATES:**

This handbook is a living document.

Blade Research Inc. reserves the right to modify, amend, or update any policy at any time. You will be notified of changes via:

- Email to your company address
- Posted announcement in the office
- Team meeting announcement
- Updated handbook version on company intranet

It is YOUR responsibility to stay informed of policy changes.

Current Version: 4.0

Effective Date: January 1, 2026

Next Review Date: January 1, 2027



 **FINAL WORD FROM LEADERSHIP:**

Dear Team Member,

Welcome to the Blade Research Inc. family.

You're not just joining a company. You're joining a mission. A ministry. A movement.

Every day, you'll have the opportunity to change lives. To help a struggling student graduate. To ease the burden of an overwhelmed parent. To demonstrate excellence and integrity in a world that desperately needs it.

We will challenge you.

We will stretch you.

We will hold you to high standards.

But we will also:

Support you.

Pray for you.

Invest in you.

Celebrate your successes.

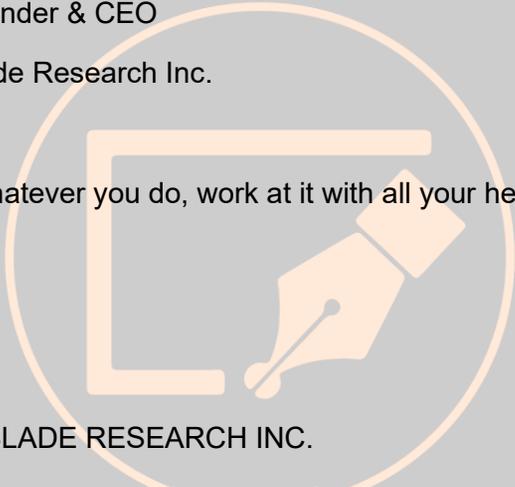
This handbook is your guide. But more importantly, your relationship with God, your commitment to excellence, and your love for others will be your true compass.



Let's build something extraordinary together.

For His Glory,

Sir Peter Blade K  
Founder & CEO  
Blade Research Inc.



"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters." - Colossians 3:23

**BLADE RESEARCH**  
*Where Precisions Meet Brilliance*

 **BLADE RESEARCH INC.**  
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 (404) 6650-229-BLADE |  [career@bladeresearchinc.com](mailto:career@bladeresearchinc.com)

 [www.bladeresearchinc.com](http://www.bladeresearchinc.com)

 **FAITH • INTEGRITY • EXCELLENCE • SERVICE**

END OF DOCUMENT



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