



**CRAWFORD  
SMITH &  
SWALLOW**

Chartered Professional Accountants LLP

**To:** All Employees

**Date:** 02.04.2025

**Subject:** Updates to Employee Handbook

Dear Team,

We have made several important updates to the Employee Handbook to ensure clarity and alignment with current company policies. Please take a moment to review the following changes:

- **Mileage Policy** (Dec 1, 2024, pg. 63): Updated travel guidelines for office-to-office travel and local PD activities.
- **New Client Referral Bonus Policy** (Jan 22, 2025, pg. 85): Referral bonuses will only be processed once invoices are paid in full.
- **Employee Benefit Tier Amounts** (Jan 22, 2025, pg. 49): Revised amounts for each benefit tier.
- **Vacation Policy** (Jan 27, 2025, pg. 55): A new approval process for time-off requests has been implemented.
- **Public Holiday Policy** (Feb 25, 2025, pg. 59): Clarified time-off policies during tax season for both designated and non-designated staff.
- **CSS Server Policy** (Mar 14, 2025, pg. 106): Updated details on server usage and security protocols.

We encourage all employees to review these updates carefully. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to these important changes.