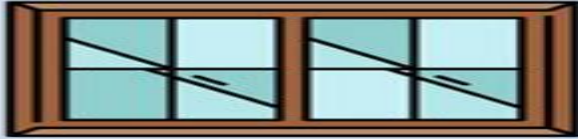


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



Everything you
need to know
to get started!



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COMPANY OVERVIEW: Letter from CEO Carl Miles

Hi everyone! I'm excited to have you all here today. We're a team of passionate, hardworking, and innovative people. We're a team that's committed to making a difference in the world, one cup of coffee at a time. We're a team that's committed to making a difference in the world, one cup of coffee at a time.

Hi everyone! I'm excited to have you all here today. We're a team of passionate, hardworking, and innovative people. We're a team that's committed to making a difference in the world, one cup of coffee at a time. We're a team that's committed to making a difference in the world, one cup of coffee at a time.

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Carl Miles, CEO



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YOUR FIRST DAY: Schedule & Onboarding

Please arrive at the Havmor office at 10:00AM on Sept. 5, 2023.



11:00AM-12:00PM

Your weekly company meeting will begin at 11:00AM sharp. You'll be seated in front of the main screen. Please arrive on time and be ready to participate. The meeting will be held in the main conference room.



12:00PM-12:30PM

Your first meeting, Don't forget to bring your laptop and your coffee. Please arrive on time and be ready to participate. The meeting will be held in the main conference room.



12:30PM-1:00PM

Lunch will be provided for you. Please arrive on time and be ready to participate. The meeting will be held in the main conference room.



AFTER LUNCH

Continue to work on your laptop. Please arrive on time and be ready to participate. The meeting will be held in the main conference room.

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CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

At Havmor, we believe in doing the right thing, even when it's hard. We believe in being honest, transparent, and accountable. We believe in being a good neighbor and a good citizen. We believe in being a good person.

At Havmor, we believe in doing the right thing, even when it's hard. We believe in being honest, transparent, and accountable. We believe in being a good neighbor and a good citizen. We believe in being a good person.

Getting Involved

At Havmor, we believe in doing the right thing, even when it's hard. We believe in being honest, transparent, and accountable. We believe in being a good neighbor and a good citizen. We believe in being a good person.

At Havmor, we believe in doing the right thing, even when it's hard. We believe in being honest, transparent, and accountable. We believe in being a good neighbor and a good citizen. We believe in being a good person.

At Havmor, you are part of a greater good serving communities around the world.

At Havmor, you are part of a greater good serving communities around the world.



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How To Write An Employee Manual

SJ Ball



How To Write An Employee Manual:

Unveiling the Power of Verbal Art: An Emotional Sojourn through **How To Write An Employee Manual**

In a global inundated with monitors and the cacophony of immediate connection, the profound energy and psychological resonance of verbal beauty usually disappear into obscurity, eclipsed by the continuous onslaught of sound and distractions. However, set within the musical pages of **How To Write An Employee Manual**, a fascinating perform of literary splendor that impulses with fresh feelings, lies an remarkable journey waiting to be embarked upon. Written with a virtuoso wordsmith, that mesmerizing opus instructions viewers on a mental odyssey, gently exposing the latent possible and profound impact stuck within the delicate web of language. Within the heart-wrenching expanse of this evocative analysis, we can embark upon an introspective exploration of the book is main subjects, dissect its charming publishing type, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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