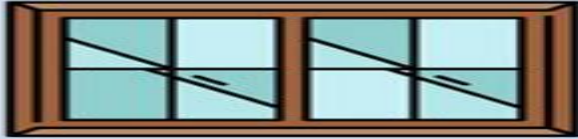


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



Everything you
need to know
to get started!



Cover Page

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COMPANY OVERVIEW: Letter from CEO Carl Miles

Havmor was founded in 2005, a small business with a focus on serving quality, great coffee. Over the years, our coffee distribution has grown significantly. Our success is a result of our commitment to quality, service, and innovation. We are proud to be a part of the coffee community and to serve our customers with the highest quality coffee products.

Through the years, we have grown significantly. Our success is a result of our commitment to quality, service, and innovation. We are proud to be a part of the coffee community and to serve our customers with the highest quality coffee products.

Our commitment to quality, service, and innovation is the foundation of our success. We are proud to be a part of the coffee community and to serve our customers with the highest quality coffee products.

Carl Miles, CEO



Page 3

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. You'll be assigned to your team and given a tour of the office. We'll also discuss the company's mission and vision.



12:00PM-12:30PM

Your first meeting, Don't forget to bring your onboarding checklist.



12:30PM-1:00PM

Lunch break. Please enjoy your meal and take a break from work.



AFTER LUNCH

Continue to work on your onboarding checklist. We'll also discuss the company's mission and vision.

Page 4

CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

Ethical behavior is the foundation of our success. We are committed to doing the right thing, even when it's difficult.

Our commitment to ethical behavior is the foundation of our success. We are committed to doing the right thing, even when it's difficult.

Getting Involved

We encourage our employees to get involved in our community. We are proud to be a part of the coffee community and to serve our customers with the highest quality coffee products.

We encourage our employees to get involved in our community. We are proud to be a part of the coffee community and to serve our customers with the highest quality coffee products.

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

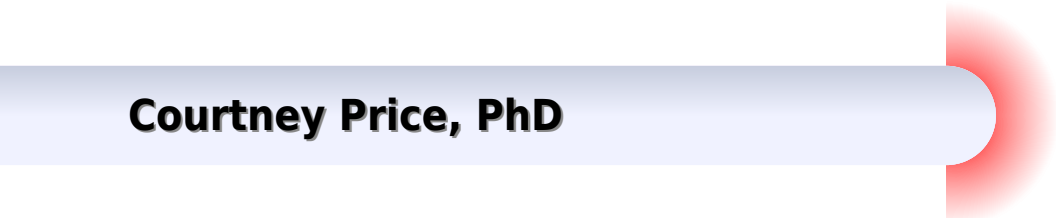
Our commitment to quality, service, and innovation is the foundation of our success. We are proud to be a part of the coffee community and to serve our customers with the highest quality coffee products.



Page 5

How To Write An Employee Manual

Courtney Price, PhD



How To Write An Employee Manual:

Embark on a breathtaking journey through nature and adventure with Crafted by is mesmerizing ebook, Natureis Adventure: **How To Write An Employee Manual** . This immersive experience, available for download in a PDF format (*), transports you to the heart of natural marvels and thrilling escapades. Download now and let the adventure begin!

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