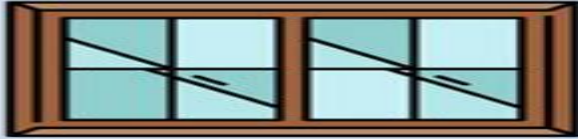


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



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 few full-time employees and coffee farmers. Over the years, our coffee distribution network has grown significantly, and we are now a leading coffee distributor in the industry. We are proud to be a part of a community that values quality, sustainability, and social responsibility.

Throughout the growth of Havmor, we have been able to help our coffee farmers grow their businesses, improve their lives, and create jobs for their families. We are committed to supporting our coffee farmers and the communities they live in.

We are committed to being a responsible corporate citizen. We are committed to being a company that is good for the people, the planet, and the community. We are committed to being a company that is good for everyone.

Carl Miles, CEO



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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 seated at your assigned desk. Please arrive on time and be ready to participate in the meeting.



12:00PM-12:30PM

Your first meeting, Donnie Brown, Director of Operations, will be at 12:00PM. Please arrive on time and be ready to participate in the meeting.



12:30PM-1:00PM

Lunch will be provided for you. Please arrive on time and be ready to participate in the meeting.



AFTER LUNCH

Continue to work on your desk. You will be assigned a mentor who will help you get up to speed on the company and your role.

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CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

Ethical behavior is the foundation of a successful business. We are committed to being a company that is good for the people, the planet, and the community.

We are committed to being a company that is good for everyone. We are committed to being a company that is good for the people, the planet, and the community.

Getting Involved

We encourage our employees to get involved in the community. We are committed to being a company that is good for the people, the planet, and the community.

We are committed to being a company that is good for everyone. We are committed to being a company that is good for the people, the planet, and the community.

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

We are committed to being a company that is good for the people, the planet, and the community. We are committed to being a company that is good for everyone.



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How To Write An Employee Manual

Marco Cascella



How To Write An Employee Manual:

Employee Handbook Scott D. Rechtschaffen, Susan Kemp, 1995 **Employee Handbook** Scott D. Rechtschaffen, Garry G. Mathiason, Jeffrey M. Tanenbaum, Melanie Wiegner, 1992 **Employee Handbook** Susan Kemp, California Chamber of Commerce, 2004-01-01 *How to Write Your Own Effective Employee Handbook in 1 Hour Or Less* ATLANTIC PUBLISHING GROUP, Atlantic Publishing Group Inc. Staff, 2013-12-31

No matter the number of employees working at your business employment policies should be distributed in writing to every employee An employee handbook is the most important communication tool between you and your employees A well written handbook sets forth a company's expectations for its employees and describes what they can expect while working for the business An employee handbook should describe the employer's legal obligations and the employees rights The U S Supreme Court has ruled that businesses can protect themselves against damages from employee lawsuits by providing clear written policies covering the rights and responsibilities of their employees Even if you have only one employee a written handbook could keep you out of court Written policies provide the principles and a basis for how businesses can manage their employees The employee handbook can help prevent misunderstanding by listing the company's policies so employees and managers know what is expected of them A handbook will also assist with employment law compliance A written employee handbook gives everyone including management the same set of rules to follow

How to Write Your Own Effective Employee Handbook In One Hour Or Less is the ideal solution for producing your own handbook quickly and efficiently The companion CD ROM contains an employee handbook template in Microsoft Word format which you can easily edit for your own purposes Essentially you just need to fill in the blanks The book discusses various options you might have in developing the policies Our employee handbook has been edited and approved by attorneys specializing in employment law Developing your own handbook now could not be easier or less expensive The companion CD ROM containing the template is available in both English and Spanish on a single disc The following topics are covered in the new 2011 edition of the book at will employment equal opportunity employment sexual harassment immigration law criminal convictions probationary periods personnel files orientation exempt and non exempt employment classifications pay periods breaks time keeping overtime performance reviews expense reimbursement attendance meetings telecommuting holidays vacations drugs and alcohol workplace violence and weapons smoking food and beverage areas attire telephone use use of company property safety and security confidential information conflicts of interest employment of relatives sick leave disability leave medical leave leave of absence jury duty military duty benefits eligibility medical insurance retirement plans employee discounts workers compensation COBRA termination and termination process

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Practice Quizzes and Chapter Review Questions reinforce student comprehension of key concepts Hands On HRM Mini cases based on real world situations with discussion questions Chapter Key Terms Bolded within the chapter and then listed at the end of each chapter with definitions **The Complete Human Resources Writing Guide** Diane Arthur,1997 Here s the first writing manual designed especially for HR professionals It combines clear complete how to do it guidelines on writing with more than 100 actual samples of HR documents

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