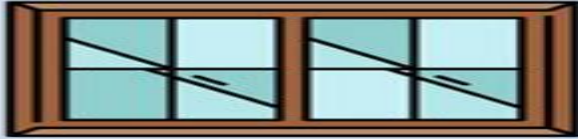


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



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 at Havmor. We're a team of passionate professionals who are committed to providing the highest quality coffee products to our customers. We're also a team that values our employees and their well-being.

At Havmor, we're committed to providing the highest quality coffee products to our customers. We're also a team that values our employees and their well-being.

We're committed to providing the highest quality coffee products to our customers. We're also a team that values our employees and their well-being.

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. This is a great time to get to know your colleagues and learn about the company's goals and vision.



12:00PM-12:30PM

Your first meeting, Donnie Brown, CEO, will be at 12:00PM. This is a great time to get to know your colleagues and learn about the company's goals and vision.



12:30PM-1:00PM

Lunch is provided for you at 12:30PM. This is a great time to get to know your colleagues and learn about the company's goals and vision.



AFTER LUNCH

Continue to work on your tasks. This is a great time to get to know your colleagues and learn about the company's goals and vision.

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CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

At Havmor, we're committed to providing the highest quality coffee products to our customers. We're also a team that values our employees and their well-being.

We're committed to providing the highest quality coffee products to our customers. We're also a team that values our employees and their well-being.

Getting Involved

At Havmor, we're committed to providing the highest quality coffee products to our customers. We're also a team that values our employees and their well-being.

We're committed to providing the highest quality coffee products to our customers. We're also a team that values our employees and their well-being.

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

We're committed to providing the highest quality coffee products to our customers. We're also a team that values our employees and their well-being.



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How To Write An Employee Manual

BM King



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