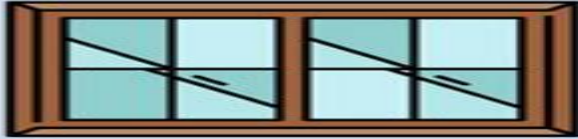


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



Everything you
need to know
to get started!



Cover Page

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COMPANY OVERVIEW: Letter from CEO Carl Miles

Hi everyone! I'm excited to see you all here today, and I want to take a moment to welcome you to the Havmor team. I'm proud to be part of a team that is dedicated to providing the best coffee to our customers, and I'm excited to see you all here today.

I want to take a moment to thank you for your hard work and dedication to the company. I'm proud to be part of a team that is dedicated to providing the best coffee to our customers, and I'm excited to see you all here today.

I want to take a moment to thank you for your hard work and dedication to the company. I'm proud to be part of a team that is dedicated to providing the best coffee to our customers, and I'm excited to see you all here today.

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



12:00PM-12:30PM

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



12:30PM-1:00PM

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



AFTER LUNCH

Continue to work on your desk. If you have any questions, please ask your manager or HR representative.

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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 are committed to providing the best coffee to our customers, and we are committed to providing the best coffee to our customers.

We are committed to providing the best coffee to our customers, and we are committed to providing the best coffee to our customers. We are committed to providing the best coffee to our customers, and we are committed to providing the best coffee to our customers.

Getting Involved

We encourage all employees to get involved in our community. We are committed to providing the best coffee to our customers, and we are committed to providing the best coffee to our customers.

We are committed to providing the best coffee to our customers, and we are committed to providing the best coffee to our customers. We are committed to providing the best coffee to our customers, and we are committed to providing the best coffee to our customers.

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

We are committed to providing the best coffee to our customers, and we are committed to providing the best coffee to our customers. We are committed to providing the best coffee to our customers, and we are committed to providing the best coffee to our customers.



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How To Write An Employee Manual

Sabine Zange



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 With this new book there is finally a cost effective solution for developing your own employee handbook for the small to medium sized business owner Simply review the more than 100 policies already written for you and insert your own information when prompted The template comes complete with a table of contents introduction and a form for each employee

to sign acknowledging receipt of the manual *How to Prepare and Write Your Employee Handbook* Edward M. Anson,1984

Complete Employee Handbook Michael A. Holzschu,2007-08-20 This concise yet comprehensive reference helps employers responsibly and effectively deal with the basic personnel issues they face each day It guides employers in the development of a cohesive personnel program that is tailored to meet their companies unique needs and goals The author explicates potentially confusing matters such as employment at will equal opportunity sexual harassment the disabled and immigrant and legal alien workers in lay terms and points out the dangers of oversight Stressing the importance of consistency and documentation he addresses the full range of personnel issues An invaluable resource for any business that doesn't have a personnel expert on staff CD contains sample employee handbooks federal regulations and laws forms for complying with government programs and worksheets for assessing personnel needs and goals **Create Your Own**

Employee Handbook Lisa Guerin,Amy Delpo,2021-05-14 Avoid legal problems and run a productive workplace with an up to date employee handbook Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime medical leave and social media Create Your Own Employee Handbook provides everything business owners managers and HR professionals need to create or update a legal and plain English employee handbook Find the latest legal information practical suggestions and best practices on wages hours and tip pools remote work at will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs including medical legal marijuana workplace privacy and email and social media This new edition covers recent updates to state and federal laws including expanded rules on paid family and medical leave sick leave state temporary disability programs and much more With Downloadable forms Forms to help All policies and forms along with modifications and alternative language you can tailor to your workplace are available for download details inside **Employee Handbook, USDA.** United States.

Department of Agriculture. Office of Personnel,1965 **Employee Handbook** United States. Department of Agriculture. Office of Personnel,1965 **Hospitality Employee Management and Supervision** Kerry L. Sommerville,2007-02-26

In many hospitality establishments one manager or supervisor is the entire human resources department making all the hiring and training decisions often without having a formal human resources background Filling this knowledge gap Hospitality Employee Management and Supervision provides both busy professionals and students with a one stop comprehensive guide to human resources in the hospitality industry Rather than taking a theoretical approach this text provides a hands on practical and applications based approach The coverage is divided into four sections legal considerations employee selection employee orientation and training and communication and motivation Each chapter in this lively and engaging text features Quotations Various practitioners in the hospitality industry highlight the chapter's focus Chapter Objectives and Summaries lay out key concepts and then at the end of each chapter review them HRM in Action features highlight real world HRM experiences that relate to the content presented in each chapter Tales from the Field Hospitality employees provide accounts

of the various challenges they face in the industry Ethical Dilemmas Scenarios from the hospitality industry which emphasize the role ethics plays in every aspect of the hospitality industry 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 **Employee**

Handbook ,1957 **5 Tips for Creating HR Policies That Hold Up in Court** , **Create Your Own Employee**

Handbook Amy DelPo,Lisa Guerin,2003 Provides human resource professionals and business owners guidance in creating an employee handbook covering such topics as hiring payroll benefits performance evaluations and privacy in the workplace

Group Practice Personnel Policies Manual Courtney Price, PhD,1997 **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 **Controlling**

Restaurant & Food Service Labor Costs Sharon L. Fullen,2003 This new series of fifteen books The Food Service Professional Guide TO Series from the editors of the Food Service Professional are the best and most comprehensive books for serious food service operators available today These step by step guides on a specific management subject range from finding a great site for your new restaurant to how to train your wait staff and literally everything in between They are easy and fast to read easy to understand and will take the mystery out of the subject The information is boiled down to the essence They are filled to the brim with up to date and pertinent information The books cover all the bases providing clear explanations and helpful specific information All titles in the series include the phone numbers and web sites of all companies discussed What you will not find are wordy explanations tales of how someone did it better or a scholarly lecture on the theory Every paragraph in each of the books are comprehensive well researched engrossing and just plain fun to read yet are packed with interesting ideas You will be using your highlighter a lot The best part aside from the content is they are very moderately priced You can also purchase the whole 15 book series the isbn number is 0 910627 26 6 You are bound to get a great new idea to try on every page if not out of every paragraph Do not be put off by the low price these books really do deliver the critical information and eye opening ideas you need you to succeed without the fluff so commonly found in more expensive books on the subject Highly recommended Atlantic Publishing is a small independent publishing company based in Ocala Florida Founded over twenty years ago in the company president s garage Atlantic Publishing has grown to become a renowned resource for non fiction books Today over 450 titles are in print covering subjects such as small business healthy living management finance careers and real estate Atlantic Publishing prides itself on producing award winning high quality manuals that give readers up to date pertinent information real world examples and case studies with expert advice Every book has resources contact information and web sites of the products or companies discussed *The Nonprofit Manager's Resource Directory* Ronald A. Landskroner,2002-04-30 A newly revised and updated edition of the ultimate resource for

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Tips When Hiring and Firing Employees Linda M. Magoon, Donna de St Aubin, 2006-08 Hiring a new employee is one of the most important and time consuming tasks a manager can undertake Firing an employee is an emotionally draining and difficult action no matter the length of service or level of responsibility This book shows you how to hire the right people for the job and fire those that do not work out and avoid litigation **Create Your Own Employee Handbook** Lisa Guerin, Amy Delpo, 2013-05-31 Create a handbook for employees spelling out your company s benefits policies and procedures using this practical legal guide Every company no matter how big or small needs to provide workers with an employee handbook Create Your Own Employee Handbook gives you the information and policies all managers HR professionals and business owners need to create their own reader friendly guide no matter what state you live in Each chapter covers a different topic including at will employment hiring pay and payroll workdays and hours performance evaluations benefits discrimination and harassment complaints and investigations leave health and safety substance abuse privacy in the workplace discipline You ll get the lowdown on the legal and practical considerations that apply to each topic in your state plus sample policies that you can use as is or tailor to meet your needs You can even cut and paste the language you need to complete your own handbook instantly This edition is completely updated to reflect recent changes to federal and state law and covers emerging workplace issues such as healthcare reform law and social networking policies Download forms for book at nolo com **Drafting an Employee Handbook** Mona Mehta Stone, 2011 Drafting an Employee Handbook is a user friendly and practical guide to

creating an employee handbook that will help prevent and defend against workplace disputes Most businesses adopt a reactive approach to addressing employment policies only worrying about them after an issue arises or someone complains However a well written handbook can be a forceful shield against potential grievances and costly litigation Moreover it can improve employee morale increase productivity and forestall complaints Drafting an Employee Handbook is a must have for human resources professionals in house legal counsel compliance officers supervisors or any employer who wants to learn how to create better business practices minimize workplace disruption and improve employer employee relations Written by an experienced labor and employment attorney this easy to follow guide explains the advantages of having an employee handbook and the risks of not having one You will learn how to draft new policies update existing ones and watch for legal compliance Complete with sample policies and forms this book will instruct you on how to create and enforce an employee handbook that fits your needs

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