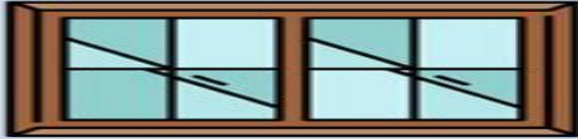


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



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 have you all here today. We're a team of passionate people who are committed to making a positive impact in the world. We're a team of people who are committed to making a positive impact in the world. We're a team of people who are committed to making a positive impact in the world.

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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 at your assigned desk. Please arrive on time. Please arrive on time. Please arrive on time.



12:00PM-12:30PM

Your first meeting, Don't forget to bring your laptop and your coffee. Please arrive on time. Please arrive on time. Please arrive on time.



12:30PM-1:00PM

Your first meeting, Don't forget to bring your laptop and your coffee. Please arrive on time. Please arrive on time. Please arrive on time.



AFTER LUNCH

Your first meeting, Don't forget to bring your laptop and your coffee. Please arrive on time. Please arrive on time. Please arrive on time.

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CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

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Getting Involved

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

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How To Write An Employee Manual

Scott D. Rechtschaffen, Susan Kemp



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

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A successful restaurant's bottom line could be greatly enhanced by instituting catering functions in slow hours or down time. For example, many restaurants are closed on Saturday afternoons, so this would be an ideal time to create a profit by catering a wedding. This book is also ideal for professionals in the catering industries as well as newcomers who may be looking for answers to cost containment and training issues. There are literally hundreds of innovative ways demonstrated to streamline. The companion CD-ROM is included with the print version of this book, however, is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at sales@atlanticpub.com. 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.

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using equipment as well **The Nonprofit Manager's Resource Directory** Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager s Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism **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 *How to Write It, Third Edition* Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn t have time to wade through a massive style guide but needs a friendly desk reference *The Food Service Manager's Guide to Creative Cost Cutting* Douglas Robert Brown, 2006 This step by step guide will take the mystery out of how to reduce costs in four critical areas food beverage operations and labor **Nursing Administration Handbook** Howard S. Rowland, Beatrice L. Rowland, 1997 With the recent new and radical developments in

the health care field that have been introduced at a breathless pace nurse administrators must work to stay informed of the developments that affect their nursing departments both directly and indirectly The Nursing Administration Handbook has a long track record both as a textbook and as a hands on tool for nurse executives seeking insight and step by step guidance in all aspects of administration The fourth edition of this text surveys the entire field of nursing administration and incorporates the most significant new developments and current practices

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