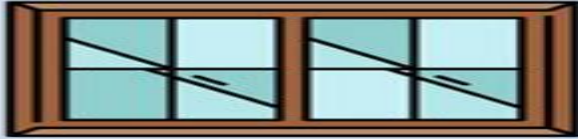


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



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 United States. We are proud to be a part of the coffee community and to serve our customers with the highest quality coffee.

Throughout the growth of Havmor, we have always been committed to helping our coffee farmers grow sustainably, ethically, and profitably. We have invested in sustainable farming practices, fair trade coffee, and we have always been committed to providing our customers with the highest quality coffee.

We are committed to being a part of the coffee community, and we are committed to providing our customers with the highest quality coffee. We are committed to being a part of the coffee community, and we are committed to providing our customers with the highest quality coffee.

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. You'll be seated at your assigned desk. Please arrive on time and be prepared to discuss your goals for the upcoming week.



12:30PM-1:00PM

Lunch is provided for you. Please join us for lunch at 12:30PM. We'll have a meeting with you after lunch to discuss your goals for the upcoming week.



12:00PM-12:30PM

Your first meeting, Tuesday, September 5th, 2023, will be at 12:00PM. Please arrive on time and be prepared to discuss your goals for the upcoming week.



AFTER LUNCH

Continue to work on your desk. You'll be assigned a mentor who will help you get up to speed on the company. Please arrive on time and be prepared to discuss your goals for the upcoming week.

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CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

Ethical coffee is a world where coffee farmers are treated with respect and dignity. We are committed to providing our customers with the highest quality coffee, and we are committed to providing our customers with the highest quality coffee.

We are committed to providing our customers with the highest quality coffee, and we are committed to providing our customers with the highest quality coffee. We are committed to providing our customers with the highest quality coffee, and we are committed to providing our customers with the highest quality coffee.

Getting Involved

We are committed to providing our customers with the highest quality coffee, and we are committed to providing our customers with the highest quality coffee. We are committed to providing our customers with the highest quality coffee, and we are committed to providing our customers with the highest quality coffee.

We are committed to providing our customers with the highest quality coffee, and we are committed to providing our customers with the highest quality coffee. We are committed to providing our customers with the highest quality coffee, and we are committed to providing our customers with the highest quality coffee.

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

We are committed to providing our customers with the highest quality coffee, and we are committed to providing our customers with the highest quality coffee. We are committed to providing our customers with the highest quality coffee, and we are committed to providing our customers with the highest quality coffee.



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How To Write An Employee Manual

S Ben Porath



How To Write An Employee Manual:

Decoding **How To Write An Employee Manual**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**How To Write An Employee Manual**," a mesmerizing literary creation penned by a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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