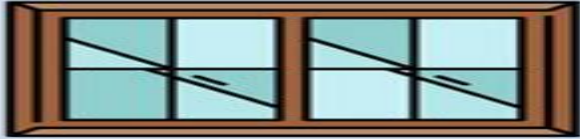


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



Everything you
need to know
to get started!



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COMPANY OVERVIEW: Letter from CEO Carl Miles

Hi everyone! It's 2023, a new year with all sorts of new challenges and a lot of new opportunities. I'm excited to see what you all have in store for this year, and I'm excited to see what you all have in store for this year.

Hi everyone! It's 2023, a new year with all sorts of new challenges and a lot of new opportunities. I'm excited to see what you all have in store for this year, and I'm excited to see what you all have in store for this year.

Hi everyone! It's 2023, a new year with all sorts of new challenges and a lot of new opportunities. I'm excited to see what you all have in store for this year, and I'm excited to see what you all have in store for this year.

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 in front of the main screen. Please arrive on time and be ready to participate.



12:00PM-12:30PM

Your first meeting, Don't be late! Please arrive on time and be ready to participate.



12:30PM-1:00PM

Lunch time! Please arrive on time and be ready to participate.



AFTER LUNCH

Continue to work on your tasks. Please arrive on time and be ready to participate.

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CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

Hi everyone! It's 2023, a new year with all sorts of new challenges and a lot of new opportunities. I'm excited to see what you all have in store for this year, and I'm excited to see what you all have in store for this year.

Hi everyone! It's 2023, a new year with all sorts of new challenges and a lot of new opportunities. I'm excited to see what you all have in store for this year, and I'm excited to see what you all have in store for this year.

Getting Involved

Hi everyone! It's 2023, a new year with all sorts of new challenges and a lot of new opportunities. I'm excited to see what you all have in store for this year, and I'm excited to see what you all have in store for this year.

Hi everyone! It's 2023, a new year with all sorts of new challenges and a lot of new opportunities. I'm excited to see what you all have in store for this year, and I'm excited to see what you all have in store for this year.

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

Hi everyone! It's 2023, a new year with all sorts of new challenges and a lot of new opportunities. I'm excited to see what you all have in store for this year, and I'm excited to see what you all have in store for this year.



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How To Write An Employee Manual

Richard Bailey



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