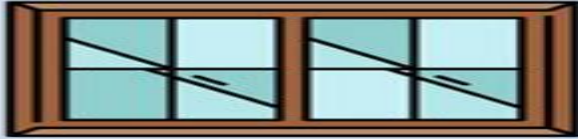


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



Everything you
need to know
to get started!



Cover Page

TABLE OF CONTENTS

- 3 Company Overview
- 4 Your First Day
- 5 Corporate Social Responsibility
- 6 Company Core Values
- 7 Payroll
- 8 Benefits Package
- 11 Time Off Policies
- 12 Employee Behavior

Page 2

COMPANY OVERVIEW: Letter from CEO Carl Miles

Hi everyone! I'm excited to see all of you starting your first day at Havmor. I want to take a moment to welcome you to the team and to share with you some of the things that make Havmor a special place to work.

At Havmor, we're not just a coffee distributor, we're a community. We're a team of people who are passionate about coffee and about making a difference in the world. We're a team that's committed to excellence in everything we do.

One of the things that I'm most proud of at Havmor is our commitment to our employees. We believe that our employees are the heart of our company, and we're committed to providing them with the resources and support they need to succeed.

I hope you'll find this letter helpful as you get started at Havmor. I'm excited to see you all here and to see the great things you'll accomplish together.

Thank you for joining the team, and I look forward to seeing you all in person soon.

Carl Miles, CEO



Page 3

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 is provided for you. Please enjoy your meal and take a break from work.



AFTER LUNCH

Continue to work on your desk. You'll be assigned your workspace. Your first meeting, don't forget to bring your onboarding checklist, and let your supervisor know you're ready to start.

Page 4

CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

Ethical behavior is the foundation of a successful business. At Havmor, we're committed to doing the right thing, every time.

We believe that our employees are the heart of our company, and we're committed to providing them with the resources and support they need to succeed.

I hope you'll find this letter helpful as you get started at Havmor. I'm excited to see you all here and to see the great things you'll accomplish together.

Thank you for joining the team, and I look forward to seeing you all in person soon.

Carl Miles, CEO

Getting Involved

We encourage our employees to get involved in the community. We believe that our employees are the heart of our company, and we're committed to providing them with the resources and support they need to succeed.

I hope you'll find this letter helpful as you get started at Havmor. I'm excited to see you all here and to see the great things you'll accomplish together.

Thank you for joining the team, and I look forward to seeing you all in person soon.

Carl Miles, CEO



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

We're committed to making a difference in the world, one cup of coffee at a time. We're committed to providing our employees with the resources and support they need to succeed.

Page 5

How To Write An Employee Manual

Rosina Ehmann



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Table of Contents How To Write An Employee Manual

1. Understanding the eBook How To Write An Employee Manual
 - The Rise of Digital Reading How To Write An Employee Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying How To Write An Employee Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an How To Write An Employee Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from How To Write An Employee Manual
 - Personalized Recommendations
 - How To Write An Employee Manual User Reviews and Ratings
 - How To Write An Employee Manual and Bestseller Lists
5. Accessing How To Write An Employee Manual Free and Paid eBooks

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- How To Write An Employee Manual eBook Subscription Services
- How To Write An Employee Manual Budget-Friendly Options
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 - Highlighting and Note-Taking How To Write An Employee Manual
 - Interactive Elements How To Write An Employee Manual
- 8. Staying Engaged with How To Write An Employee Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Write An Employee Manual
- 9. Balancing eBooks and Physical Books How To Write An Employee Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Write An Employee Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine How To Write An Employee Manual
 - Setting Reading Goals How To Write An Employee Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of How To Write An Employee Manual
 - Fact-Checking eBook Content of How To Write An Employee Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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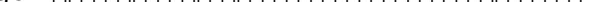
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