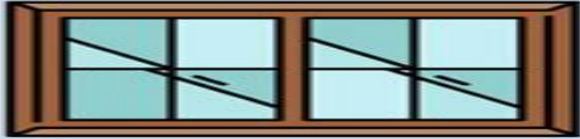


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



Everything you
need to know
to get started!



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COMPANY OVERVIEW: Letter from CEO Carl Miles

Hi everyone! I'm excited to see all of you on 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 makes Havmor a special place to work is our commitment to diversity and inclusion. We believe that everyone has something to contribute, and we want to make sure that everyone has the opportunity to share their voice.

I'm excited to see all of you on 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.

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. The meeting will be held in the main conference room.



12:00PM-12:30PM

Your first meeting, Donnie Brown, Director of Operations, will be held in the main conference room. Please arrive on time and be ready to participate. The meeting will be held in the main conference room.



12:30PM-1:00PM

Lunch will be provided for you. Please arrive on time and be ready to participate. The meeting will be held in the main conference room.



AFTER LUNCH

Continue to work on your desk. You'll be assigned to your desk. Please arrive on time and be ready to participate. The meeting will be held in the main conference room.

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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 everyone has something to contribute, and we want to make sure that everyone has the opportunity to share their voice.

One of the things that makes Havmor a special place to work is our commitment to diversity and inclusion. We believe that everyone has something to contribute, and we want to make sure that everyone has the opportunity to share their voice.

I'm excited to see all of you on 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.

Getting Involved

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 makes Havmor a special place to work is our commitment to diversity and inclusion. We believe that everyone has something to contribute, and we want to make sure that everyone has the opportunity to share their voice.

I'm excited to see all of you on 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, you are part of a greater good serving communities around the world.

When you join Havmor, you're not just joining a company, you're joining a team. You're joining a team of people who are passionate about coffee and about making a difference in the world. You're joining a team that's committed to excellence in everything we do.



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Karin Nielsen-Saines



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