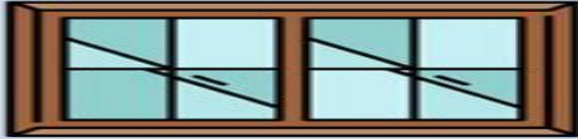


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



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 focus on serving quality, great coffee. Over the years, our coffee distribution has grown significantly, and we are now a leading coffee distributor in the industry. We are proud to be a part of the coffee community and to serve our customers with the highest quality coffee.

Throughout the years, I have been fortunate to have a team of dedicated professionals who have helped us grow our business. I am proud to have a team that is committed to excellence and to providing the best service to our customers.

Our commitment to quality is our top priority. We source our coffee from the best growers and roasters, and we ensure that every cup of coffee is of the highest quality. We are committed to providing our customers with the best coffee experience possible.

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 your colleagues for lunch. This is a great time to get to know your team and to discuss your goals for the upcoming week.



12:00PM-12:30PM

Your first meeting, Tuesday, September 5th, 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 tasks. You will be assigned a mentor who will help you get up to speed on your work. 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 behavior is the foundation of a successful business. We are committed to doing the right thing, even when it's difficult. We are committed to providing our customers with the best service possible.

Our commitment to quality is our top priority. We source our coffee from the best growers and roasters, and we ensure that every cup of coffee is of the highest quality. We are committed to providing our customers with the best coffee experience possible.

Getting Involved

We encourage our employees to get involved in our community. We are committed to providing our customers with the best service possible.

Our commitment to quality is our top priority. We source our coffee from the best growers and roasters, and we ensure that every cup of coffee is of the highest quality. We are committed to providing our customers with the best coffee experience possible.



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

We are committed to providing our customers with the best service possible. We are committed to providing our customers with the best coffee experience possible.

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How To Write An Employee Manual

Wenbin Ji



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

to sign acknowledging receipt of the manual The Complete Human Resources Writing Guide Diane Arthur,1997 Here s the first writing manual designed especially for HR professionals It combines clear complete how to do it guidelines on writing with more than 100 actual samples of HR documents Business Report Guides Dorinda Clippinger,2019-01-16 This book includes reports that managers originate often reports they may create occasionally organizational policies procedures and work instructions Inside the reader will discover guides for creating over 20 diverse reports designing report forms planning writing and formatting narrative reports producing digital and print employee manuals and locating the service providers and software that can improve your reports cost effectiveness A crisp writing style bullet points and many authentic examples and visuals convey essential information quickly Each chapter summary includes checklists Business Report Guides gives ample information to apply instantly It also works as a handy reference for use throughout your career

How to Prepare and Write Your Employee Handbook Edward M. Anson,1984 **Complete Employee Handbook** Michael A. Holzschu,2007-08-20 This concise yet comprehensive reference helps employers responsibly and effectively deal with the basic personnel issues they face each day It guides employers in the development of a cohesive personnel program that is tailored to meet their companies unique needs and goals The author explicates potentially confusing matters such as employment at will equal opportunity sexual harassment the disabled and immigrant and legal alien workers in lay terms and points out the dangers of oversight Stressing the importance of consistency and documentation he addresses the full range of personnel issues An invaluable resource for any business that doesn t have a personnel expert on staff CD contains sample employee handbooks federal regulations and laws forms for complying with government programs and worksheets for assessing personnel needs and goals The Professional Caterers' Handbook Lora Arduser,Douglas Robert Brown,2006 Do you need a comprehensive book on how to plan start and operate a successful catering operation This is it an extensive detailed manual that shows you step by step how to set up operate and manage a financially successful catering business No component is left out of this encyclopedic new book explaining the risky but potentially highly rewarding business of catering Whether your catering operation is on premise off premise mobile inside a hotel part of a restaurant or from your own home kitchen you will find this book very useful You will learn the fundamentals profitable menu planning successful kitchen management equipment layout and planning and food safety and HACCP The employee and management chapters deal with how to hire and keep a qualified professional staff manage and train employees and report tips properly in accordance with the latest IRS requirements The financial chapters focus on basic cost control systems accounting and bookkeeping procedures auditing successful budgeting and profit planning You ll also master public relations and publicity learn low cost internal marketing ideas and discover low and no cost ways to satisfy customers One section of the book is devoted to home based catering entrepreneurs With low startup costs and overhead a home based catering business can be an ideal do it yourself part or full time business Another section is for restaurateurs that wish to add catering to their restaurant operation

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.

The Restaurant Manager's Handbook Douglas Robert Brown, 2007. Book/CD. This comprehensive book will show you step by step how to set up, operate, and manage a financially successful food service operation. This Restaurant Manager's Handbook covers everything that many consultants charge thousands of dollars to provide. The extensive resource guide details more than 7,000 suppliers to the industry, virtually a separate book on its own. This reference book is essential for professionals in the hospitality field as well as newcomers who may be looking for answers to cost containment and training issues. Demonstrated are literally hundreds of innovative ways to streamline your restaurant business. Learn new ways to make the kitchen, bars, dining room, and front office run smoother and increase performance. You will be able to shut down waste, reduce costs, and increase profits. In addition, operators will appreciate this valuable resource and reference in their daily activities and as a source of ready-to-use forms, Web sites, operating and cost-cutting ideas, and mathematical formulas that can be easily applied to their operations. Highly recommended.

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finding a great site for your new restaurant to how to train your wait staff and literally everything in between They are easy and fast to read easy to understand and will take the mystery out of the subject The information is boiled down to the essence They are filled to the brim with up to date and pertinent information The books cover all the bases providing clear explanations and helpful specific information All titles in the series include the phone numbers and web sites of all companies discussed What you will not find are wordy explanations tales of how someone did it better or a scholarly lecture on the theory Every paragraph in each of the books are comprehensive well researched engrossing and just plain fun to read yet are packed with interesting ideas You will be using your highlighter a lot The best part aside from the content is they are very moderately priced You can also purchase the whole 15 book series the isbn number is 0 910627 26 6 You are bound to get a great new idea to try on every page if not out of every paragraph Do not be put off by the low price these books really do deliver the critical information and eye opening ideas you need you to succeed without the fluff so commonly found in more expensive books on the subject Highly recommended 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

The Encyclopedia of Restaurant Training Lora Arduser,Douglas Robert Brown,2005 Book CD ROM Training is an investment for the future the only foundation on which success can be built Training delivers excellence in product and performance elevating a good restaurant into a great one Training will keep the skills of its employees and management sharp But in no other industry is its absence or presence as obvious as it is in the food service industry It is hard to find good qualified employees and even harder to keep them In addition unemployment levels are low and competition for qualified workers is tough What s the answer Training Constant training and re enforcement keeps employees and management sharp and focused and demonstrates the company cares enough to spend time and subsequently money on them And that s precisely what this encyclopaedic book will do for you be your new training manager The first part of the book will teach you how to develop training programs for food service employees and how to train the trainer The book is full of training tips tactics and how to s that will show you proper presentation and how to keep learners motivated both during and after the training The second part of the book details specific job descriptions and detailed job performance skills for every position in a food service operation from the general manager to dishwasher There are study guides and tests for all positions Some of the positions include General Manager Kitchen Manager Server Dishwasher Line Cook Prep Cook Bus Person Host Hostess Bartender Wine Alcohol Service Kitchen Steward Food Safety Employee Safety Hotel Positions etc Specific instructions are provided for

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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