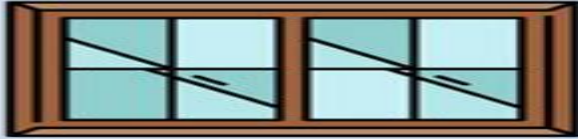


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



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, local coffee lovers. From an early coffee distribution point of origin, we've grown into a national company that is now a part of the coffee community, with a focus on serving quality, local coffee lovers.

Through our growth, we've been able to help the average coffee lover find the quality, locally sourced, specialty coffee they need for their business. A few generations, with the help of some very smart and motivated people, we've come a long way.

Our commitment to serving quality, local coffee lovers is what we're known for. We've been able to get more involved in the community, and we're proud to be a part of it. We're committed to serving quality, local coffee lovers, and we're proud to be a part of it.

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 start.



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 get ready to start.



AFTER LUNCH

Continue to work on your desk. You'll be assigned your workstation. Your first meeting, don't forget to bring your onboarding checklist, and get your name on the employee handbook.

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CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

Ethical coffee lovers are the standard at Havmor. We're committed to serving quality, local coffee lovers, and we're proud to be a part of it.

From that to the standard we hold ourselves to, we're committed to serving quality, local coffee lovers, and we're proud to be a part of it.

Getting Involved

We encourage our employees to get involved in the community, and we're proud to be a part of it.

We also encourage employees to get involved in the community, and we're proud to be a part of it.

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

We're committed to serving quality, local coffee lovers, and we're proud to be a part of it.



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How To Write An Employee Manual

M Woodhall



How To Write An Employee Manual:

How To Write An Employee Manual Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**How To Write An Employee Manual**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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