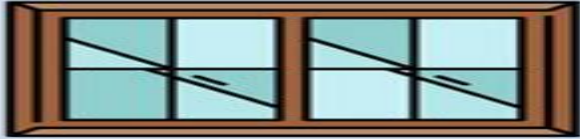


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



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 have you all here today. We're a team of passionate people who are dedicated to providing the best coffee experience possible. We're a team that's committed to excellence in everything we do, and we're proud to have you all here with us.

At Havmor, we're not just a coffee distributor, we're a community. We're a team that's committed to excellence in everything we do, and we're proud to have you all here with us.

We're a team that's committed to excellence in everything we do, and we're proud to have you all here with us.

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, Don't forget to bring your laptop and any other items you need for your onboarding session.



12:30PM-1:00PM

Lunch is provided for you. Please enjoy your meal and take a break from work. We'll be back at 1:00PM sharp.



AFTER LUNCH

Continue to work on your tasks. We'll be back at 1:00PM sharp. We'll be back at 1:00PM sharp.

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CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

At Havmor, we're committed to doing the right thing. We're a team that's committed to excellence in everything we do, and we're proud to have you all here with us.

We're a team that's committed to excellence in everything we do, and we're proud to have you all here with us.

Getting Involved

We're a team that's committed to excellence in everything we do, and we're proud to have you all here with us.

We're a team that's committed to excellence in everything we do, and we're proud to have you all here with us.

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

We're a team that's committed to excellence in everything we do, and we're proud to have you all here with us.



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How To Write An Employee Manual

Daniel F McAuley



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

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Practice Quizzes and Chapter Review Questions reinforce student comprehension of key concepts Hands On HRM Mini cases based on real world situations with discussion questions Chapter Key Terms Bolded within the chapter and then listed at the end of each chapter with definitions **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

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