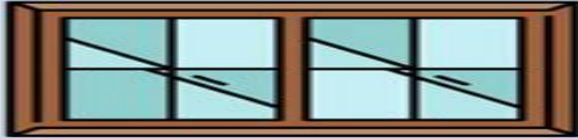


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



Everything you
need to know
to get started!



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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. Our success is a result of our commitment to quality, service, and innovation. We are proud to be a part of the coffee community and to have grown into a global company.

Throughout the growth of Havmor, we have always been committed to providing quality, service, and innovation. We are proud to be a part of the coffee community and to have grown into a global company.

We are committed to serving quality, great coffee. We are proud to be a part of the coffee community and to have grown into a global company.

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. This is a time to discuss company news, share ideas, and get feedback from the team.



12:00PM-12:30PM

Your first meeting, Donnie Brown, Director of Operations, will discuss your onboarding schedule.



12:30PM-1:00PM

Lunch is provided for you. Please enjoy your meal and get to know your colleagues.



AFTER LUNCH

Continue to meet with Donnie Brown. He will discuss your onboarding schedule and get you set up with your work.

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CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

Ethical behavior is the foundation of our success. We are committed to providing quality, service, and innovation, and to being a responsible member of the community.

Our commitment to ethical behavior is reflected in our policies, procedures, and practices. We are proud to be a part of the coffee community and to have grown into a global company.

Getting Involved

We encourage our employees to get involved in the community. We are proud to be a part of the coffee community and to have grown into a global company.

We are committed to serving quality, great coffee. We are proud to be a part of the coffee community and to have grown into a global company.

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

We are committed to serving quality, great coffee. We are proud to be a part of the coffee community and to have grown into a global company.



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How To Write An Employee Manual

Lauren Gardner



How To Write An Employee Manual:

Unveiling the Power of Verbal Beauty: An Mental Sojourn through **How To Write An Employee Manual**

In a world inundated with displays and the cacophony of immediate transmission, the profound energy and mental resonance of verbal artistry frequently disappear in to obscurity, eclipsed by the regular assault of noise and distractions. However, set within the musical pages of **How To Write An Employee Manual**, a captivating work of fictional brilliance that pulses with organic thoughts, lies an wonderful journey waiting to be embarked upon. Composed by way of a virtuoso wordsmith, this enchanting opus books visitors on an emotional odyssey, gently revealing the latent potential and profound impact embedded within the elaborate internet of language. Within the heart-wrenching expanse of the evocative analysis, we will embark upon an introspective exploration of the book is key subjects, dissect its captivating publishing style, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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