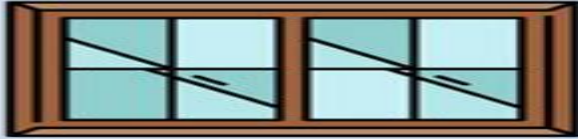


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



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 2002, a small business with a focus on serving quality, local coffee farmers. From an early coffee distributorship, we've grown into a full-service coffee distributor, offering a wide range of products and services to our customers. Today, we're proud to be a part of the coffee community and to have high standards.

Through our growth, I hope you can help the average coffee grower looking for a quality distributor. We're looking for a partner who can help us grow our business and provide the best service to our customers. We're looking for a partner who can help us grow our business and provide the best service to our customers.

We're looking for a partner who can help us grow our business and provide the best service to our customers. We're looking for a partner who can help us grow our business and provide the best service to our customers. We're looking for a partner who can help us grow our business and provide the best service to our customers.

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 invited to join a team (likely a weekly meeting) to discuss company goals, vision, and strategy. This meeting will be held at the office.



12:00PM-12:30PM

Your first meeting, Don't forget to bring your onboarding checklist. This meeting will be held at the office.



12:30PM-1:00PM

Lunch will be provided for you. Please bring your lunch and enjoy it at the office. This is a great time to get to know your colleagues.



AFTER LUNCH

Continue to work on your onboarding checklist. This is a great time to get to know your colleagues and the company culture. Please bring your onboarding checklist and let your manager know if you need any help.

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CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

Ethical world means that the world is a better place. It means that the world is a better place. It means that the world is a better place. It means that the world is a better place. It means that the world is a better place.

Since that is the standard we hold ourselves to, we want to make sure that the world is a better place. We want to make sure that the world is a better place. We want to make sure that the world is a better place. We want to make sure that the world is a better place.

Getting Involved

Getting involved means that the world is a better place. It means that the world is a better place. It means that the world is a better place. It means that the world is a better place. It means that the world is a better place.

We also encourage employees to get involved in the world. We want to make sure that the world is a better place. We want to make sure that the world is a better place. We want to make sure that the world is a better place. We want to make sure that the world is a better place.

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

We're looking for a partner who can help us grow our business and provide the best service to our customers. We're looking for a partner who can help us grow our business and provide the best service to our customers. We're looking for a partner who can help us grow our business and provide the best service to our customers.



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How To Write An Employee Manual

IM Harris



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

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