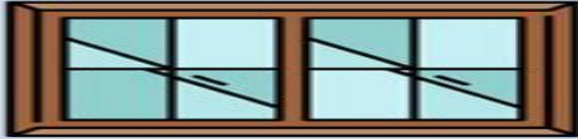


HAVMOR | COFFEE DISTRIBUTOR EMPLOYEE HANDBOOK



Everything you
need to know
to get started!



Cover Page

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COMPANY OVERVIEW: Letter from CEO Carl Miles

Hi everyone! I'm excited to have you all here at Havmor. We're a team of passionate professionals who are dedicated to providing the highest quality coffee products to our customers. We're also a team that values our employees and their well-being.

At Havmor, we're committed to providing a supportive and inclusive work environment. We're also committed to providing a competitive salary and benefits package. We're excited to have you all here and to see you all succeed.

We're committed to providing a supportive and inclusive work environment. We're also committed to providing a competitive salary and benefits package. We're excited to have you all here and to see you all succeed.

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 assigned to your team and given a tour of the office. We'll also have a meeting with your manager.



12:00PM-12:30PM

Your first meeting with your manager will be at 12:00PM. We'll also have a meeting with your manager.



12:30PM-1:00PM

Your first meeting with your manager will be at 12:30PM. We'll also have a meeting with your manager.



AFTER LUNCH

Your first meeting with your manager will be at 12:30PM. We'll also have a meeting with your manager.

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CORPORATE SOCIAL RESPONSIBILITY

An Ethical World

At Havmor, we're committed to providing a supportive and inclusive work environment. We're also committed to providing a competitive salary and benefits package. We're excited to have you all here and to see you all succeed.

We're committed to providing a supportive and inclusive work environment. We're also committed to providing a competitive salary and benefits package. We're excited to have you all here and to see you all succeed.

Getting Involved

At Havmor, we're committed to providing a supportive and inclusive work environment. We're also committed to providing a competitive salary and benefits package. We're excited to have you all here and to see you all succeed.

We're committed to providing a supportive and inclusive work environment. We're also committed to providing a competitive salary and benefits package. We're excited to have you all here and to see you all succeed.

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

We're committed to providing a supportive and inclusive work environment. We're also committed to providing a competitive salary and benefits package. We're excited to have you all here and to see you all succeed.



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Writing An Employee Handbook

Sachi Clements



Writing An Employee Handbook:

Writing the Employee Handbook in New York Louis P. DiLorenzo, Prashanth Jayachandran, Lorman Education Services, 2001 Writing the Employee Handbook in Oklahoma Kristen L. Brightmire, Lorman Education Services, 2001

Create Your Own Employee Handbook Lisa Guerin, Amy DelPo, 2009 The book to help employers guide their employees clearly and legally Providing your employees with a handbook that spells out your company's benefits policies and procedures makes great sense practically and legally and using this book can save time and money for both large and small companies Create Your Own Employee Handbook provides everything employer readers need to make their company's policies clear via their own user friendly guide Chapters cover different situations and the policies to suit them such as at will employment hiring pay and payroll workdays and hours performance evaluations benefits discrimination and harassment complaints and investigations leave health and safety substance abuse privacy in the workplace discipline The fourth edition is revised to include the latest developments in federal and state laws All forms are included on CD ROM allowing readers to hand select the policies they need to create their own handbooks instantly **How to Develop an Employee Handbook**

Joseph W. R. Lawson, 2006-10-22 One of a company's most important communication tools is the employee handbook But creating or revising one can be an overwhelming job It must be legally sound up to date clearly written and comprehensive This ready to use guidebook now in its second edition practically writes the handbook by itself Human resources professionals will appreciate its checklists that guide them every step of the way and make sure all bases are covered step by step instructions that make information easy to understand and help avoid mistakes more than 400 sample policy statements all in use by actual companies and ready to go as is or to revise as needed plain English explanations of federal and state regulations with practical suggestions for implementation **The AAM Guide to Writing an Employee Handbook**

Alexandra Marmion Roosa, Paul L. Chin, 2002 A must have reference book for every museum the Guide helps your institution develop the set of expectations and responsibilities for staff and management from hiring practices health benefits and employee performance appraisals to policies on equal employment opportunity and racial sexual harassment Includes sample handbook statements relevant federal laws and more **Writing the Employee Handbook in Oklahoma** Gayle L.

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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

Create Your Own Employee Handbook Sachi Clements, 2023-12-26 Avoid legal problems and run a productive workplace with an up to date employee handbook Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime medical leave and social media *Create Your Own Employee Handbook* provides everything business owners managers and HR professionals need to create or update a legal and plain English employee handbook You ll learn all the top tips and practical suggestions for creating a polished and thorough employee handbook that addresses your company s policies on wages hours and tip pools remote work at will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs including medical legal marijuana workplace privacy and email and social media This new edition will address how to draft an employee handbook in an environment

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101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone,2010-03-24 Whether you re addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it s easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues Create Your Employee Handbook--fast and Professionally Joan Harris,1986 **Drafting an Employee Handbook** Mona Mehta Stone,2011 Drafting an Employee Handbook is a user friendly and practical guide to creating an employee handbook that will help prevent and defend against workplace disputes Most businesses adopt a reactive approach to addressing employment policies only worrying about them after an issue arises or someone complains However a well written handbook can be a forceful shield against potential grievances and costly litigation Moreover it can improve employee morale increase productivity and forestall complaints Drafting an Employee Handbook is a must have for human resources professionals in house legal counsel compliance officers supervisors or any employer who wants to learn how to create better business practices minimize workplace disruption and improve employer employee relations Written by an experienced labor and employment attorney this easy to follow guide explains the advantages of having an employee handbook and the risks of not having one You will learn how to draft new policies update existing ones and watch for legal compliance Complete with sample policies and forms this book will instruct you on how to create and enforce an employee handbook that fits your needs

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