



TEAM GUIDE

International Bucket Lists

*“Life is about the adventures you take
and the memories you make.*

*So travel often and live life with open
eyes and an open heart”*

-Katie Grissom

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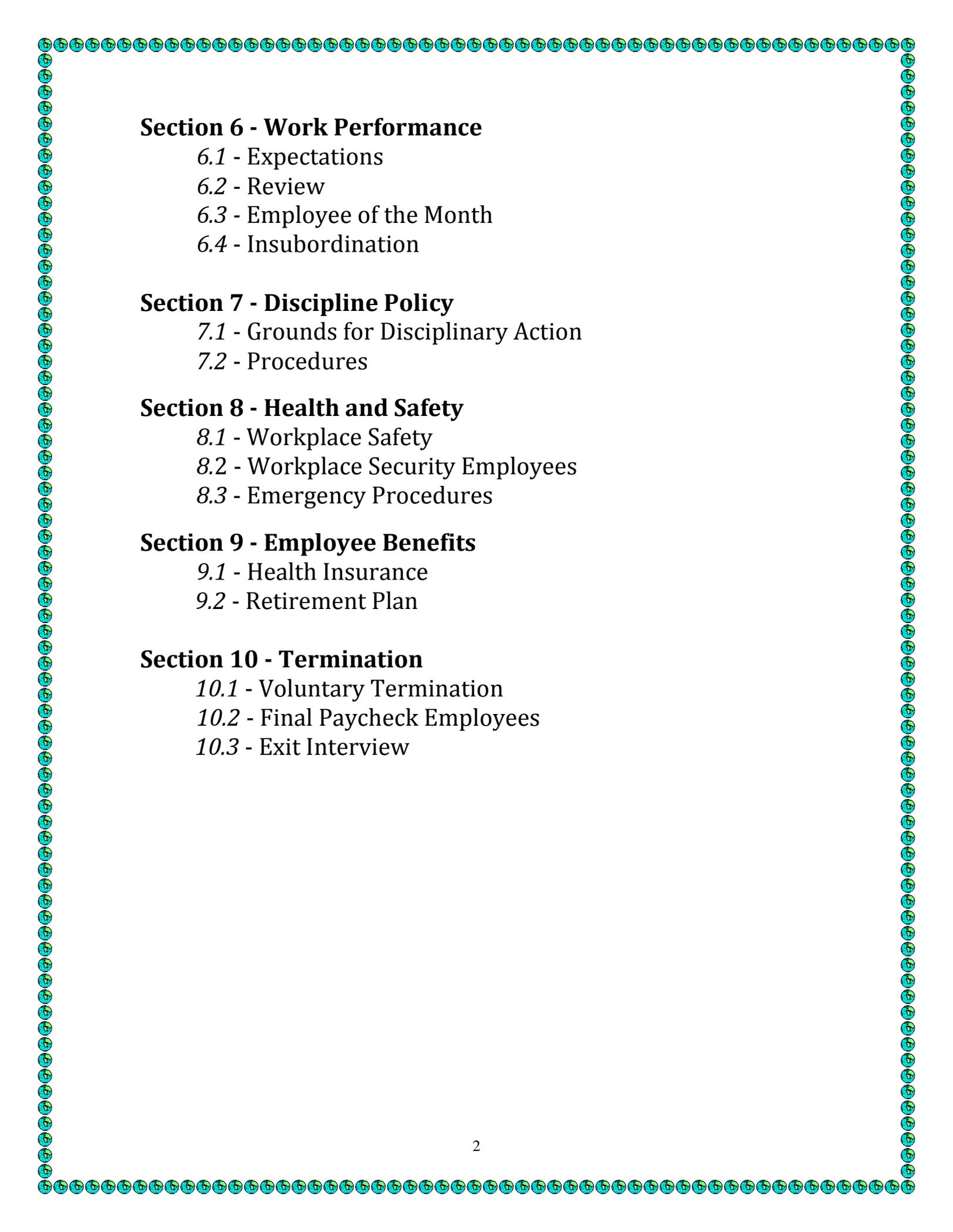
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WELCOME LETTER

Welcome to International Bucket List:

Thank you for choosing The International Bucket List as your new place of work. Here at this specific travel agency you will obtain a new set of skills that will help you be more successful in this work field. Throughout this experience, you will be asked to assess individuals with their personal needs, the result will be satisfaction and relaxation. We want to give people the best travel experience possible, we specialized in bucket list vacation packages.

Sincerely,

Giovannie Benitez

Section 1 - Welcome



1.1 Purpose of this Team Guide

This team guide has been prepared to inform new employees of the policies and procedures of this firm's expectations. It is not all inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This team guide is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an employee to accept employment with the firm.

The firm reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this team guide or elsewhere, in its sole discretion. If any discrepancy between this team guide and current firm policy arises, conform to current firm policy. Every effort will be made to keep you informed of the firm's policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this team guide.

This team guide supersedes and replaces any and all personnel policies and manuals previously distributed, made available to employees.

1.2 Mission/ Vision Statement

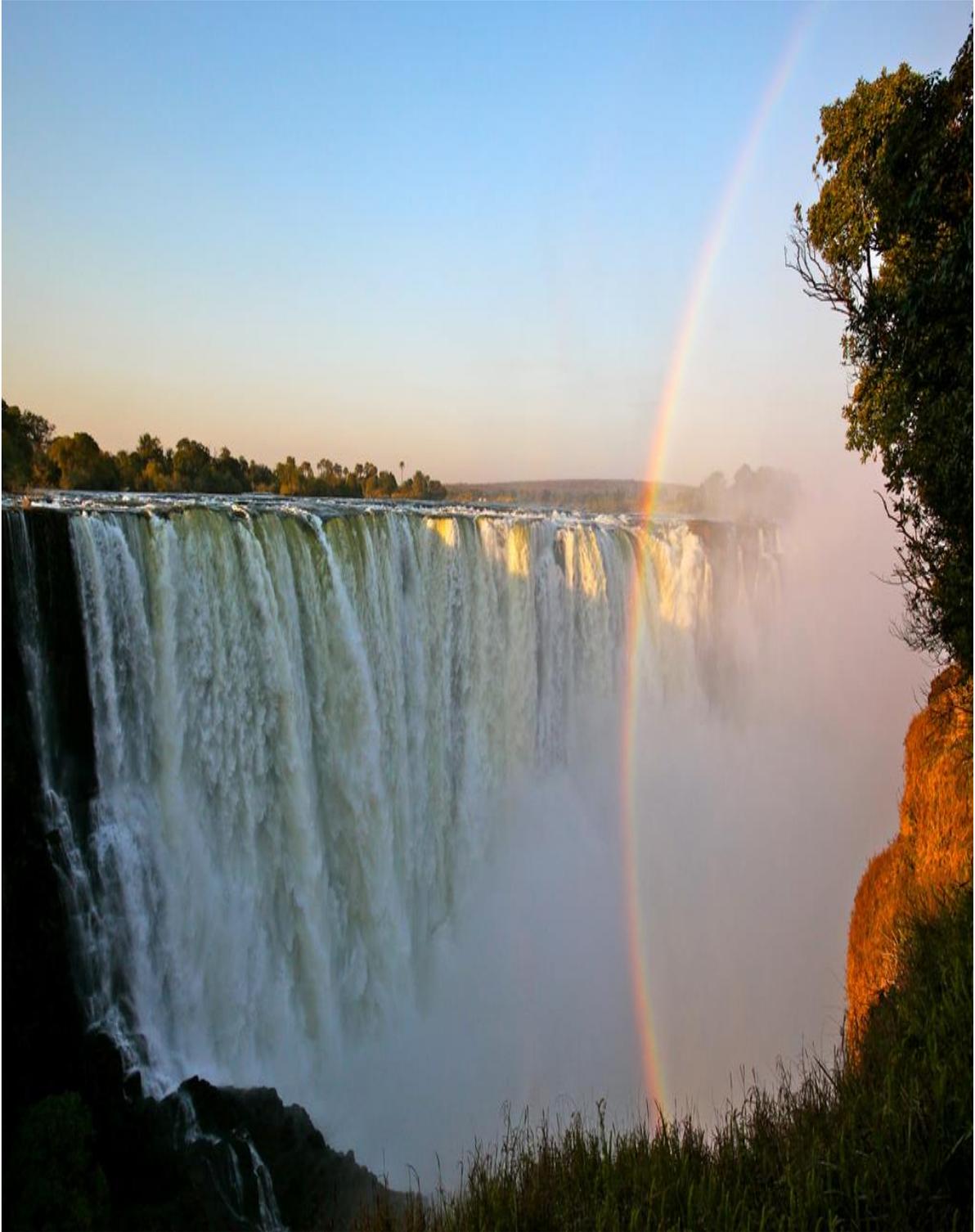
Mission Statement- Our mission is to provide a stress reducing vacation to customers over 18 who want to experience unique adventures for affordable prices.

Vision Statement- Our vision is to expand our vacation packages to cater to everyone's bucket list.

1.3 Privacy

Employees and employers share a relationship based on trust and mutual respect. However, the firm retains the right to access all firm property including computers, desk, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectation of privacy when on firm grounds or while using firm property.

Section 2 - Workplace Employment



2.1 Equal Opportunity Employment

This firm is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, the firm makes reasonable accommodations for qualified individuals with disabilities to the extent of law.

2.2 Non-Harassment Policy / Non-Discrimination Policy

This firm prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the firm prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes, but is not limited to making any employment decision or employment related action on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law.

2.3 Drug-Free / Alcohol-Free Environment

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substance while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on firm premises, or engaged in a firm's business. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

2.4 Open Door Policy

The firm has an open door policy and takes employee concerns and problems seriously. The firm values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.

Section 3 - Company Policies and Procedures



3.1 Professional Conduct

This firm expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

3.2 Dress Code

An employee's personal appearance and hygiene is a reflection on the firm's character. Employees are expected to dress appropriately for their individual work responsibilities and position.

3.3 Payday

Paychecks are distributed every Friday after 12 pm. If the pay date lands on a holiday, paychecks will be distributed on the closest business day before the holiday.

Any change in name, address, telephone number, marital status or number of exemptions claimed by an employee must be reported to Day Sipaw Mi Ma or Kiara Bohanna immediately.

3.4 Firm Property

Firm property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for computer business, and are not permitted off guards unless authorized. Firm property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any firm

property they possess.

Firm computers, internet and emails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any “pirated” software, files or programs and must receive permission from a supervisor before installing any new software on a firm's computer. Files or programs stored on firm computers may not be copied for personal use.

Phones are provided for business use. The firm requests that employees not receive personal call while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Personal long distance calls are not permitted.

Employees are reminded that they should have no expectation of privacy in their use of firm computers or other electronic equipment.

Violations of these policies could result in disciplinary action.

Section 4 - Attendance Policies



4.1 General Attendance

The firm maintains normal working hours of 9:30 am to 11:06, Monday - Friday. Hours may vary depending on work location and job responsibilities. Human Resources will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the Human Resources.

The firm does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Chronic absenteeism may result in disciplinary action.

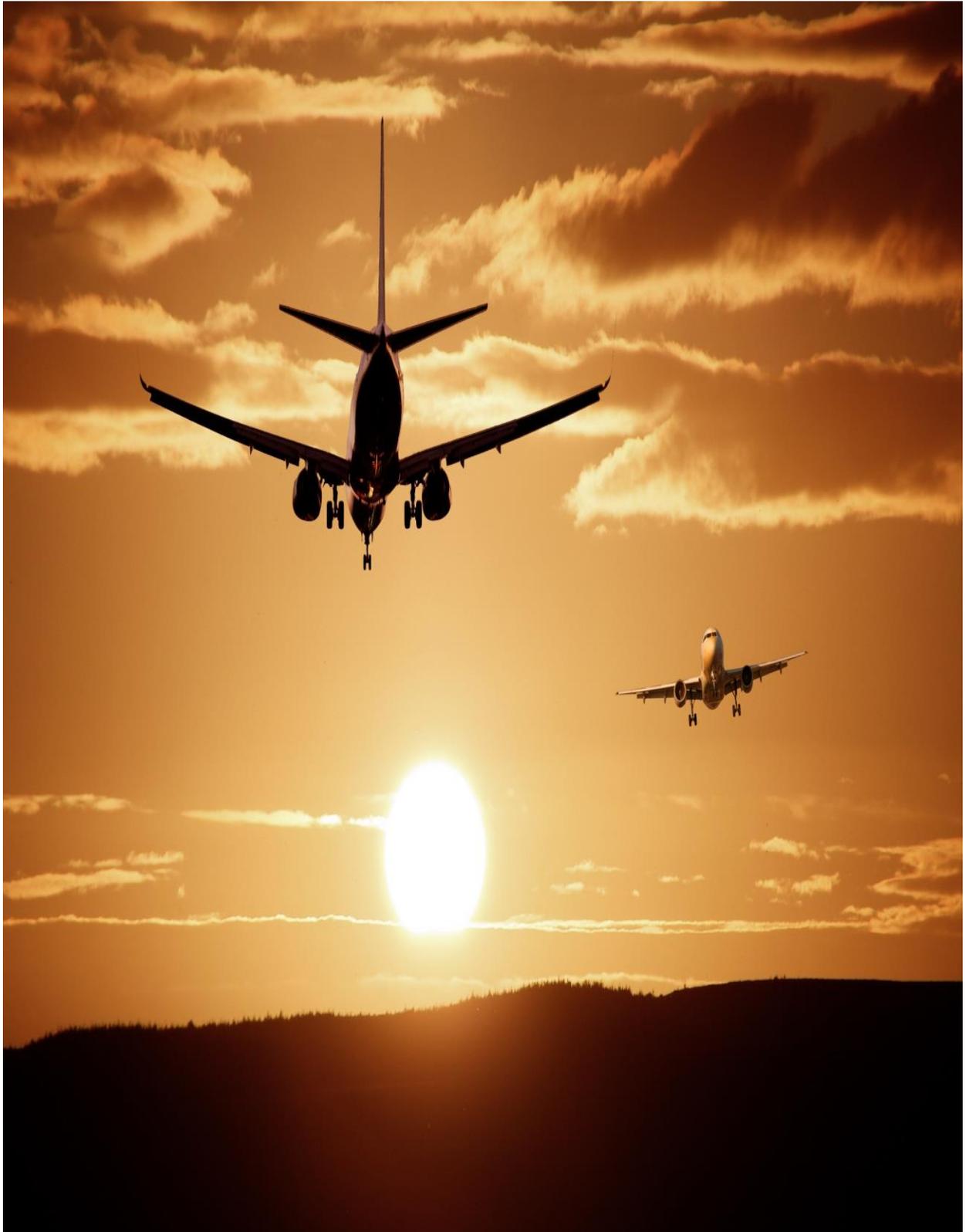
4.2 Tardiness

Employees are expected to arrive on time and ready for work. An employee who arrives 2 minutes after their scheduled arrival time is considered tardy. The firm recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

4.3 Breaks

While working conditions permit, pending the CEO approval, employees are entitled to 4 minutes break for every 40 minutes worked,

Section 5 - Leave Policies



5.1 Holidays

The company observes the following holidays:

- Labor Day (September 5th)
- Columbus Day (October 10th)
- Election Day (November 8th)
- Veteran's Day (November 11th)
- Thanksgiving (November 24th/25th)
- Christmas Day (December 25th)
- New Year's Day (January 1nd)
- Memorial Day (May 30th)

5.2 Sick Leave

Situations may arise where an employee needs to take time off to address medical or other health concerns. The firm requests that employees provide notification to their Human Resources Department as soon as possible when taking time off. Sick days are granted on a paid basis to regular employees. Employees may consult Day Sipaw Mi Ma or Kiara Bohanna regarding the amount of paid sick leave provided each year. Sick days may not be carried over into the next year. Abuse of this policy may result in disciplinary action.

Section 6 - Work Performance



6.1 Expectations

The firm expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

6.2 Reviews

The firm may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The firm uses performance reviews as a tool to determine pay increases, promotions and/or terminations.

All performance reviews are based on merit, achievement and other factors may include but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with company policy
- Past performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback

6.3 Employee of the Month

At the end of every month we will have a ceremony with a lunch provided for the entire staff to acknowledge the hard

work and dedication of one particular employee who has excelled the most!

6.4 Insubordination

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met and accusations of insubordination avoided.

Section 7- Discipline Policy



7.1 Grounds for Disciplinary Action

The firm reserves the right to discipline and/or terminate any employee who violates firm policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this firm does not tolerate. These actions include, but are not limited to:

- engaging in acts of discrimination or harassment in the workplace;
- Possessing; distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on firm premises, or while engaged in firm business;
- Unauthorized use of firm property, equipment, devices or assets;
- Damage, destruction or theft of firm property, equipment, devices or assets;
- Removing firm property without prior authorization or disseminating company information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;

- Disclosing confidential or proprietary firm information without permission;
- Illegal or violent activity;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures;
- Disrespecting supervisors and/or co-workers;
- Any other action or conduct that is inconsistent with firm policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The firm reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

7.2 Termination

Employment with the firm is on an at-will basis and may be terminated voluntarily or involuntarily at the time.

Upon termination, an employee is required:

- to continue to work until the last scheduled day of employment;
- to turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
- to return all files, documents, equipment, keys, access cards, software or other property belonging to the firm that are in the employee's possession, custody or control, and turn in all passwords to his/her supervisor;
- To participate in an exit interview as requested by CEO.

Section 8 - Health and Safety



8.1 Workplace Safety

The firm takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employees to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the firm's workplace safety policy. Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a Day Si Paw Mi Ma or Kiara Bohanna immediately. Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of the firm. Any question regarding safety and safe practices should be directed to Day Sipaw Mi Ma or Kiara Bohanna.

In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported.

8.2 Emergency Procedures

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a supervisor may authorize employees to reenter.

Section 9 - Employee Benefits



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9.1 Health Insurance

The firm makes group health benefits available to eligible employees and their family members. Eligible employees are full time employees who have worked for 8 months. Part time employees are eligible if they work at least 5 hours per week and have been employed for 4 months. Health benefits are paid in part by the firm. The remainder of the costs is the employee's responsibility. Employees can receive details about benefits provided, contribution rates and eligibility from Kiara Bohanna.

9.2 Retirement Plan

The firm participates in a 401(k) plan so that employees may save a portion of their earnings for retirement. Regular employees who have worked at least 10 hours for 8 months are eligible to participate. Employees may elect to make regular contributions to the 401(k) plan up to the maximum amount allowed by federal law.

Section 10 - Termination



10.1 Voluntary Termination

The firm recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, the firm requests that the employee provide two weeks advance notice in writing. This request does not alter an employee's at-will relationship with the firm.

All rights and privileges of employment with the firm terminate upon the date of separation. As further discussed in Section 8.3, terminating employees are required to return all the firm's property assigned to them. Failure to do so may result in the withholding of their final paycheck.

10.2 Final Paycheck Employees

Who terminate employment with the firm will be given their final paycheck 2 weeks after last day. Should the employee be unable to personally retrieve their paycheck, it will be mailed to the address on file.

Acknowledgement of Receipt for Team Guide
(Employee Copy – Keep with Team Guide)

I acknowledge that I have received a copy of the Team Guide.

I understand that I am responsible for reading the information contained in The Team Guide. I understand that the Team Guide is intended to provide me with a general overview of the firm’s policies and procedures. I acknowledge that nothing in this Team Guide is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the firm is at-will. I have the right to resign at any time with or without cause, just as the firm may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in this team guide or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and Kiara Bohanna and Day Si Paw Mi Ma.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this team guide or elsewhere, in whole or in part, with or without notice at any time, at the firm’s sole discretion. _____

(Signature of Employee)

(Date)

(Firm Representative)

