

Coastal Crew Clothing

Employee Manual



2016-2017

“In with the old out with the new”

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TABLE OF CONTENTS

<u>INTRODUCTION</u>	3
<u>EMPLOYEE CHART</u>	4
<u>SECTION 1: TRAINING</u>	5
1.1 Application	
1.2 Evaluation	
1.3 Introductory Period / At-Will Employment	
1.4 Personal Information	
<u>SECTION 2: EMPLOYMENT</u>	6-7
2.1 Definition Of Employment	
2.2 Equal Opportunity	
2.3 Confidentiality	
2.4 Open Door Policy	
2.5 Hours Worked	
2.6 Meals and Break Periods	
2.7 Overtime	
2.7 Compensation	
<u>SECTION 3: CODE OF CONDUCT</u>	8-9
3.1 Professional Behavior / Insubordination	
3.2 Dress code	
3.3 Attendance	
3.4 Tardiness	
3.5 Leave of Absence	
3.6 Holidays	

SECTION 4: CONFLICTS **10-11**

- 4.1 Discrimination
- 4.2 Accidents
- 4.3 Complaints Procedures
- 4.4 Harassment
- 4.5 Workplace
- 4.6 Theft & Personal Possess

SECTION 5: BENEFITS **12**

- 5.1 Employee Discounts / Stock plan
- 5.2 Insurance Policy
- 5.3 Social Security and Medicare
- 5.4 Child Care

SECTION 6: SAFETY PROCEDURES **13**

- 6.1 Employee Safety
- 6.2 Health Regulations

SECTION 7: DISCIPLINE **14-15**

- 7.1 Disciplinary Procedures
- 7.2 Investigation Procedures
- 7.3 Termination of Employment

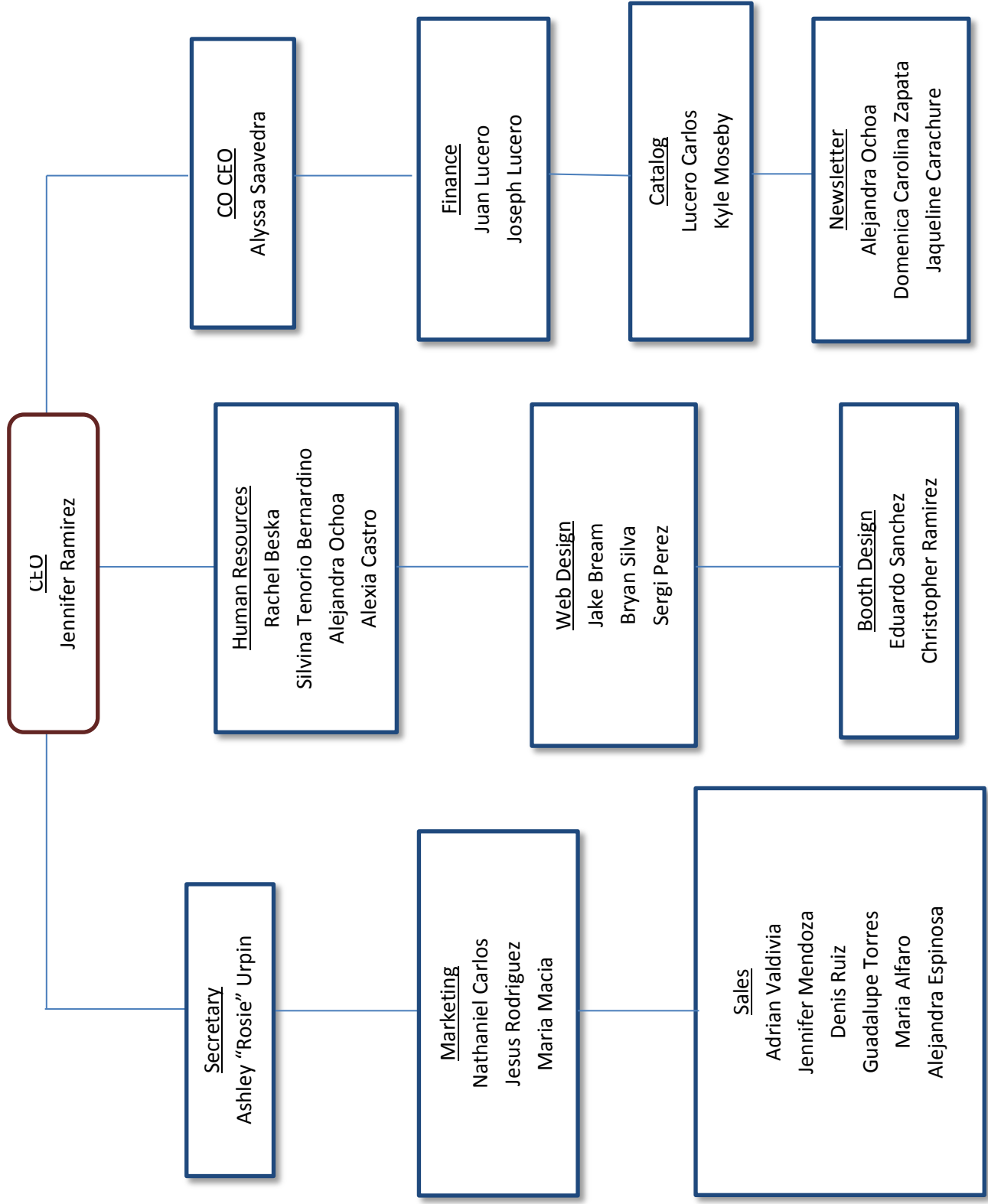
ACKNOWLEDGMENT FORM **16**

INTRODUCTION

Coastal Crew Clothing is committed to give you the best quality products while also influencing good partnership with our endorsers. In addition to providing our customers with easy purchases and shipping, we believe in providing our loyal and hardworking employees. By following the policies outlined in this manual, our employees will ensure that our company is a place that fosters success and promotes change. Since we fully understand that the future of Coastal Crew Clothing rests with our loyal employees, we strive to maintain an excellent workplace for them.

Since this manual is not a contract of any kind, simply a document designed to answer any questions employees may have about the company and its policies, it does not guarantee employment. The information in the manual is subject to change. In case of any alteration, employees will be informed as well as given a new copy if any changes were entered. These policies apply to employees of Coastal Crew Clothing.

Should any questions arise concerning anything within the manual, feel free to contact our Human Resources Department, either by phone at (805) 967-4581 (during business hours) or by email at **CoastalCrewClothingve@gmail.com**. You can also fax our company, our fax number is (805) 569-2507. We will be more than happy to assist you.



SECTION 1: TRAINING

1.1 Application Process

An application form. If you would like to apply for a position at Coastal Crew Clothing, you must pick up and fill out Application forms are up on our website and are in our office. Once a completed form is submitted either online or sent to our company headquarters at 4751 Hollister Ave, Santa Barbara, CA. The human resources/ management will review it carefully. If selected for an opening, the applicant will be contacted to set up an interview date. If approved to work at the company, they will be contacted and subjected to our training program.

1.2 Evaluation

It is required to bring a resume with prior experience to show your abilities. The applicant will be given a situation that they would encounter in their area of business and then be asked what they would do to solve the problem. This will help us decide where you will fit best in our company.

1.3 Introductory Period/At Will Employment

After an initial introductory period of six months (180 days) and employee has to right to apply for any or all benefits. The introductory period is mainly a way to make sure every employee is right for the job. Coastal Crew Clothing has had “an at will employment policy” present (including the introductory period) for all of our employees.

1.4 Personal Information

At Coastal Crew Clothing, “we like to keep up-to-date records on our employees.” It is imperative that you inform the Human Resource department if any of the following information changes: name, mailing address, phone number, military status, dependent, the number of dependents you are designating for income tax withholding, emergency contacts, and driver’s license registration.

SECTION 2: EMPLOYMENT

2.1 Definition of Employment

An employee at Coastal Crew Clothing is anyone who works at the company for any sort of monetary compensation. All employees are entitled to the benefits provided by the company after the introduction period (see 1.3). They are also bound by the terms of their contracts and policy included in this manual.

2.2 Equal Opportunity

At Coastal Crew Clothing, we strive to promote the success of our employees. This means that they are given equal opportunities within the company regardless of race, gender, age, military status, veteran status, disability, national origin, sexual orientation, or religion. The same policy is exercised when reviewing applicants for possible employment. Applicants are selected based upon merit and qualification. Unfair treatment or harassment based on personal attributes will not be tolerated under any circumstances. Violation of this policy by any employee will result in disciplinary actions as detailed by section 7.

2.3 Qualifications

All personal information provided by an employee to the company will not be disclosed to any outside parties without consent from the represented employees. Confidential files are kept under strict watch to ensure the protection of our staff.

2.4 Open Door Policy

Coastal Crew Clothing values the relationship it has with its employees. You have the right to contact your supervisors. We find this to be the most effective way to resolve problems is through an informal discussion between an employee and their supervisor. Employees have the right to do this without fear of censure or reprisal from management.

2.5 Hours Worked

A work week is generally five days a week. Full-time employees work 48 hours a week. Hours vary for part-time working on employees. All our employees supervisor and posted on the company bulletin board. In addition, employees will be mailed a week ahead of time if there are certain times in which entering the company building is prohibited.

2.6 Meal and Break Periods

All employees who work five hours or more are given a 40 minute. It must be taken at the very latest before the fifth hour of work. Employees are relieved of all duties during this and time will be compensated. After 40 minutes, staff will return to their positions.

In California, employees must be given another meal, after 10 hours of working. Employees not working in the state of California may check this with their supervisors.

In addition, all employees working four hours or more will receive a break of 15 minutes. The break may be scheduled at the supervisor's description. Any questions regarding breaks should be directed at supervisors. Please remember to report back to work promptly after the end of The break period. Excessive abuse of break periods (taking extended breaks) may result in disciplinary action as detailed in Section 7.

2.7 Overtime

Employees may sometimes be required to work overtime. Workers are paid therefore hourly wages up to 40 hours a week. If there is an employee who works more hours than they are contracted to, they will be paid 1 1/2 there are no more hourly wages for every extra hour.

2.8 Compensation

Workers compensation will be paid on a bi-weekly basis. On every second and fourth Friday of the month, paychecks will be distributed. Compensation will be given for every hour that the employee has worked. If you cannot pick up your paycheck, please call your supervisor, who will hold it until you can.

Some salaries are based upon commission rather than hourly wage. In this case, salaries will be calculated and still be available for pick up every second and fourth Friday of the month.

If you believe there has been an error in your paycheck, please contact your supervisor immediately. Your paycheck will be recalculated and distributed within 72 hours.

SECTION 3: CODE OF CONDUCT

3.1 Professional Behavior/Insubordination

Since the success of a workplace depends on the mutual respect between an employee and their supervisor/coworkers, we ask that all employees maintain professional behavior and keep a work appropriate attitude at all times. This also means that Coastal Crew Clothing expects employees to be on task and productive during work hours, with the exception of break periods. Employees must be courteous towards all customers.

Insubordination occurs when an employee refuses to follow directions or complete work assigned to them by their supervisor. It also occurs when an employee does not attempt to complete assigned to work. Failure to complete task will result in disciplinary action, up to and including termination.

Employees will first be given a verbal warning before further action is taken. If subordination continues, further action will be taken. Coastal Crew Clothing understands that an employee may have specific or logical reasons for not completing tasks. If this occurs we will ask you to discuss these reasons with your supervisors, who will work with you to resolve any issues.

3.2 Dress Code

Coastal Crew Clothing maintains a strictly professional dress code. It is expected that employees wear clothes that are appropriate for their positions. If you are unsure whether or not a garment is appropriate, please ask your manager before wearing it to work. The policy is as following:

- Attire should be work appropriate and free of all profanity
- All employees should be clothed in a manner that does not distract guests or other employees and should be properly groomed at all times
- Revealing tops are prohibited, along with skirts or dresses that are more than 3 inches above the knee
- If you apply makeup or style your hair, this must be done before reporting to work

3.3 Attendance

Success is intertwined with good attendance. By reporting to work on time, employees show their commitment to the company show signs of a reliable and successful employee. Basic attendance policies are as followed:

- All employees, be prepared and on time.
- If you are going to be 30 policy described in (section 3.4).
- If you were going to be absent in (section 3.5).
- Employees report to work at their designated time, We highly encourage our employees arrive 10 minutes early.
- During meal and break periods, employees are expected to resume work immediately after their break has been concluded.

3.4 Tardiness

Tardiness is seen as a lack of commitment and interest towards our company and our customers. This impairs Coastal Crew Clothing's ability to succeed. An employee is considered tardy if they arrive to work six minutes late or more after their work time.

Repeated tardiness will negatively affect the performance of our company. Disciplinary action will be taken if this occurred. Employees will be called and asked the reason for their tardiness. After this morning, more severe action will be taken including termination.

If you know that you were going to be tardy, please notify your supervisor as soon as possible. Instant messages are not acceptable forms of notification, and you supervisor tardy and provide a valid reason in the supervisors cannot be reached, required that a voicemail be left.

3.5 Leave of Absence

Absence is defined as a failure to report to work during designated hours. Approved absences are the immediate family, jury summons, or approved military leave. Supervisors have the ability to judge the validity of the reason provided for the absence. You should inform your supervisor of jury summons prior to court date. In the case of three or more consecutive days of medical leave, a doctor's note is needed.

If you know that you are going to be absent, please inform your supervisors as soon as possible. Text messages are not an acceptable form of notification. Employees should call the office and inform their supervisors if they cannot be reached, it is required that a voice mail be left.

If an employee fails to inform the company of five of their absences, this will be seen as a voluntary termination of employment. To ensure that this does not occur, please contact your supervisor. If this should, happen Coastal Crew Clothing will follow state procedures to rightly compensate the former employee.

3.6 Holidays

Coastal Crew Clothing will be closed on the following days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

SECTION 4:CONFLICT

4.1 Discrimination

Discrimination against any employee for any reason will not be tolerated. Any type of discrimination will be met with disciplinary actions, please refer to Section 7.

4.2 Accidents

In case of any accident at the workplace, immediately contact emergency services. All accidents must be reported, and supervisors must submit an employee accident form to the Human Resources department within 48 hours of the accident. Your family will be notified of your accident at your discretion. If you sustain critical injuries, Coastal Crew Clothing will follow instructions you have provided in your original application. For more information on worker compensation, please refer to Section 6.2.

4.3 Complaint Procedure

All complaints should be addressed to the Coastal Crew Clothing management. For disciplinary purposes, the name(s) of the person(s) involved must not be disclosed and will be kept confidential. The name of employee will released on a “need to know” basis.

4.4 Harassment

We are committed to keeping our workplace free of any type of discrimination or harassment. Any type of comment or action related to the race, gender, age, marital status, disability, national origin, sexual orientation, or religion will not be tolerated. If you believe that you or another co-worker has been a victim of harassment, please report the conflict, violations, or illegal activity immediately. These can be filed without fear of any sort censure. The Human Resources department will handle this quickly and confidently.

Harassment includes, but is not limited to sexual, verbal, physical or visual forms. This is an extremely serious offence. If you falsely accuse someone of harassment, you face the same disciplinary action as one who is found guilty of it, according to the seriousness of the charge.

4.5 Workplace Violence

Coastal Crew Clothing prohibits any type of violence or threatening behavior in the workplace. Any violent act on an employee, customer, or guest by a co-worker or former employee will not be tolerated on company grounds or elsewhere.

Strict disciplinary will be taken against an employee who uses abusive, threatening, or obscene language and gestures. All threats will be taken seriously and the person issuing them will face disciplinary actions, please refer to section 7.

4.6 Theft & Personal Possession

Coastal Crew Clothing is not responsible for lost, stolen or damaged property. Please be sure to keep your personal belongings and valuables in a safe location, any employee found stealing will be subjected to immediate termination.

4.7 Smoking

Since tobacco is known to pose a serious health risk not only to smokers but people around them, it is prohibited within the office. Additional smoke breaks are not permitted. Violation of this policy may lead to a fine and/or disciplinary action, up to and including termination.

Coastal Crew Clothing promotes a drug and alcohol-free atmosphere. Prescribed drugs are allowed as long as they do not impair an employee's work performance. We prohibit the use, sale, purchase, distribution of alcohol or illegal drugs on company grounds and during any off-ground business related situation.

In case of a situation where any employee or manager to work under the influence of any kind of alcohol or illegal substances, please contact Human Resources Department. Employees under reasonable suspicion will be subject to alcohol and drug testing at an appropriate testing center at the discretion of Coastal Crew Clothing. All tests will be kept confidential and paid for in full by the company.

Any violation of this policy will result in mandatory participation in a rehabilitation program and may carry legal consequences. In addition, disciplinary action may be taken.

SECTION 5: BENEFITS

5.1 Employee Discounts/ Stock Plans

At top performance, we value the hard work and dedication of our employee. For this reason, employees are given a 25% discount off the MSRP of the products that we carry. Restrictions apply. Contact the Human Resources Department for more information regarding employee discounts.

5.2 Insurance Policy

Coastal Crew Clothing offers its employees a full medical and dental health coverage, free of charge.

These benefits become available at the end of the thirty (30) day introductory period. An employee must apply for these benefits at the Human Resources Office. The employee may choose to include eligible dependents with their plan. To do this, please mark the space on your insurance application.

5.3 Social Security and Medicare

Coastal Crew Clothing will contribute an amount equal to the portion of your wages that is withheld and paid to your social security account with the federal government. Social security benefits include medicine, retirement health insurance, retirement income, and disability payment. For more information on these benefits, contact the Human Resources Department.

5.4 Child Care

Since our employees are very important to us, Coastal Crew Clothing provides child care for all of our working employees. You can sign up for this after your introductory period has concluded. Day care drop off is no earlier than 7:25AM and no later than 8:25 AM, daycare pick up is no later than 5:30 unless a specific time has been agreed upon. In response to California State Legislation, all daycare workers and employees have taken ongoing training on child abuse and neglect.

Child Care is free to all employees after the introductory period has ended. To sign up for this employee must ask either their manager or Human Resources for the information sheet. Child Care is a free benefit for our employees, and monitored 24/7.

SECTION 6: SAFETY PRODUCERS

6.1 Employee Safety

For the safety of our employees, we ask that all employees are extremely cautious in everything they do during work hours. The endangerment of an employee to themselves or by another employee will result in automatic termination. All employees must sign and this form stating that they accept our protocol. All employees are required to understand security regulation and to have a printed copy in their departments at all times.

6.2 Employee Regulations

Coastal Crew Clothing adheres to all health regulations detailed by state and national governments. We ask that all employees actively participate in maintaining a clean and healthy environment. All employees must wash their face/hair and maintain proper hygiene in the workplace at all times.

SECTION 7: DISCIPLINE

7.1 Disciplinary Procedures

All employees are subjected to disciplinary action if a company policy is violated. This is to ensure we maintain a safe and successful workplace.

Discipline is taken depending on the severity of violation, the frequency of the offense, prior discipline, effect on the employee performance, and the nature of the violation.

The company follows multi step disciplinary procedures that include a verbal warning, a written warning, suspension, termination. Certain offenses will be given harsher consequences.

Verbal Warning:

The first step in the disciplinary procedure will be recorded by the supervisor. The employee will be given a Verbal Warning to alert them of their policy violation. Verbal Warnings remain in effect for up to three months.

Written Warning:

In this second step, employees will be given a Written Warning detailing their policy violation(s), or if they have an offense that is more serious than one that requires Verbal Warning. Written Warnings also remain in effect for up to three months.

Suspension:

When the employee is suspended, it will not be compensated. The time they will be suspended based upon the severity of the offense. An employee will be suspended if they engage in behavior that is offensive or dangerous. It will be documented and in effect for three months, regardless of the time of suspension.

7.2 Investigative Procedures

In certain cases an investigation is deemed necessary. If requested by either party, a firm not affiliated with Coastal Crew Clothing can conduct a separate investigation. Below is the procedure we follow when conducting an investigation:

We begin by interviewing all those involved, in addition to any witness that may have been present at the time of the particular conflict. We do this in order to harness a clear understanding of the situation we are dealing with.

Once both parties have provided their version of the solution. Coastal Crew Clothing will determine where the fault should be placed.

If both parties are at fault, management will take appropriate disciplinary action. Action taken may not be the same for both parties. Instead, Coastal Crew Clothing will determine the severity of the action that must be taken by considering each party's role in conflict.

We strive to eliminate all possible conflicts quickly and fairly. All actions taken by Coastal Crew Clothing are in accordance to our policies.

7.3 Termination of Employment

Termination of employment occurs when an employee's services are no longer needed, or if the employee voluntarily resigns. The employee in question will be offense and will result in the immediate termination of an employee's. These may include but are not limited to:

- Falsification of any records or documents
- Reporting to work under the influences of drugs or alcohol
- Any form of harassment (Section 4.4)
- Theft or willful destruction of property
- Possession of firearms or weapons on company grounds
- Threatening, intimidation, fighting, or coercing an employee or member of management at any time
- Abusing, neglecting, or disrespecting a member of management, customer, or coworker

Coastal Crew Clothing reserves the right to have the final say in any disciplinary action.

ACKNOWLEDGMENT FORM

This manual is designed to help new and existing employees become familiar with our company policies. It is an important document that is always available to all employees. It is not contract and does not guarantee employment for any period of time.

By signing this form, I acknowledge that I have read and understand all policies included in this in this manual. I understand all policies may be changed at the discretion of Coastal Crew Clothing management, and that I will be informed if this happens.

I understand my at-will employment and that either the company or I may terminate my employment at any time.

I understand and accept all statements listed above.

Employee Print Name

Position

Employee Signature

Date

Supervisor's Signature

Date