



Gift Bundlr

Handbook

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JOB DESCRIPTIONS

Chief Executive Officer: Run the company and perform said duties

Chief Operations Officer: Run the internal operations within the company and perform said duties

Human Resources & Communications Manager: Review, recommend, and oversee the implementation of the organizational employee relations within the company, and perform said duties

Human Resources & Communications Associate: Support the Human Resources department through performing said duties

Marketing & Sales Manager: Develop a company image and brand and perform said duties

Marketing & Sales Associate: Support the development of a company image and brand and perform said duties

Digital Media & Design Manager: Lead a diverse team of designers and artists whose task is to develop and maintain the media presence of the company

Digital Media & Design Associate: Support the development of assigned area within the department and perform said duties

Financial Manager: Supervise a team of employees, direct them to complete timely tasks and have the ability to organize detailed information about company finance and perform said duties

Financial Associate: Support tasks implemented by department and perform said duties

EMPLOYMENT DUTIES AND RESPONSIBILITIES

Executive Management:

Chief Executive Officer-

- Perform day to day operations and of all external business departments
- Develop and maintain positive company culture and atmosphere
- Direct the business growth planning and business policies and procedures
- Supervision of the overall operations involving marketing, promotion, and sales

Chief Operations Officer-

- Perform day to day operations and of all internal business departments
- Supervision of the overall operations involving accounting, purchasing, employee relations, and support
- Monitor the company finances and business policies and procedures
- Any and all duties and responsibilities assigned by Chief Executive Officer

Human Resources & Communications:

Manager-

- Leads the development of an employee manual and dissemination of company policies and regulations to all employees
- Development, implementation, and administration of salary structure and benefits
- Creation of the company employee relations and evaluation process training and development, and performance management

Associate:

- Responsible for new hires & maintenance of company personnel files
- Track employees attendance
- Develop and implement training and professional development programs

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- Monitor employee relations
 - Update company bulletin board as needed

Marketing & Sales:

Manager-

- Development of the Strategic Marketing Plan component of the company business plan
- Lead the process of developing a company image and branding through the leadership team
- Develop company uniform ideas and lead the process of selection of these ideas
- Present the marketing plan to the company and possible investors
- Work with chief officers in the sales components of the business plan

Associate-

- Create presentations related to marketing and sales
- Gather products and props for the trade shows
- Assisting in the creation of company product line
- Help train the company employees in how to conduct a sale to a live customer
- Develop sales promotions for each trade show the company participates
- Attend sales meetings by the Vice President of Sales

Digital Media & Design:

Manager-

- Delegation of responsibilities with your team in creation of company projects
- Work with both CEO and COO to develop company product line
- Supervise a team of digital media associates through the monitoring and evaluation of their work performance
- Creation and design of the company video commercial
- Design and the development of the company e-commerce website and domain name

Associate-

- Support the creation and design of the company video commercial
- Support the design and the development of the company e-commerce website and domain name
- Photograph all company employees for photo archives
- Establish and maintain daily company related social media
- Creation and development of all marketing materials including but not limited to logo, advertising, catalogs, business cards, etc.

Finance:

Manager-

- Maintain the day to day operations of the accounting department
- Supervise a team of employees as they work on their individual assigned accounting tasks
- Monitor the company finances and bill payment
- Create monthly financial statements
- Establish company startup costs and apply for the business loan
- Supervise all company and personal tax processes

Associate-

- Establish, track and maintain accurate company payroll record
- Maintain company bank account and monthly billing cycles
- Track employee banking practices
- Conduct professional training to staff in all areas of finance and taxation
- Support the processing of monthly accounting reports

EMPLOYEE BENEFITS

Holidays

VE grants holiday time off to all employees as per the State Government notifications.

Maternity Leave

Every woman who has been the permanent employee of the organization becomes eligible for maternity leave under the certain circumstances. Every eligible woman is entitled to receive maternity benefit for a maximum period of 12 weeks, of which not more than six weeks must precede the expected date of commencement. The benefit is only for the women who do not work during these 12 weeks. The other conditions, including the payment of contributions, are the same as in sickness benefit as per factory law 1948. The benefit roughly amounts to the average daily wages of the eligible woman. It also covers miscarriage, sickness during pregnancy, premature birth, and death during confinement.

Paternity Leave

Permanent male employees are also eligible for paternity leave of five days. But paternity leave is not mandatory. It depends and varies according to the organization.

Education, Training and Professional Development

A specific schedule of basic training and orientation has been established for job and employment classifications. Coaching/Mentoring System provides guidance in professional development and Organization encourages all interested employees to take advantage of the continuing education initiative and further job specific training. All courses must be approved by a supervisor and a Human Resources representative. Organization recognizes that the skill and knowledge of its employees & associated members are critical to the success of the organization. Organization will provide educational and training assistance program to its employee or associated members immediately upon the assignment. This program encourages personal development through formal education so that employees or associated members can maintain and improve job related skills or enhance their

ability. Before going for training, employees or associated members must sign a bond depends upon the numbers of days and the cost of that program.

While training program is expected to enhance employee's performance and professional abilities. Organization cannot guarantee that participation in formal training will entitle the employee or associated members to automatic advancement, a different job assignment, or pay increases.

COMPANY POLICIES AND PROCEDURES

Attendance

Employees who do not attend work the whole day will be marked absent. If the office is not notified of your absence, you will receive a phone call, and need to fill out a slip the next day regarding why you were not able to attend. Three absences within a certain time-frame (1 month) will result in a meeting with HR to talk over your position in the company and any consequences that may come about. Absences will be excused by a doctor's note or note from home.

Lates

Being late without a valid reason will result in points taken off your grade. Three lates within a certain time-frame (1 month) will result in a meeting with HR to talk over your position in the company and any consequences that may come about.

Dress Code

All Gift Bundlr staff members are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Gift Bundlr.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

All staff members must carry or wear the Gift Bundlr identification badge at all times while at work.

Evaluation

All employees will be evaluated on their work performance daily and monthly by the CEO and COO. If any questions about an evaluation arise, that person can schedule a meeting with Human Resources and the COO to talk about their performance.

LETTER FORMATS

Each letter that is sent out from the company will be filled out in the form created by digital media and design. To locate the template, go to the company folder and open the digital media and design folder. Choose the template that you need, open it, and type straight into the document. Make sure includes:

- Phone Number
- Email
- Your Name and Position in the company

DIVERSITY POLICY

Gift Bundlr recognizes its talented and diverse workforce as a key competitive advantage. Our business success is a reflection of the quality and skill of our people. Gift Bundlr is committed to seeking out and retaining the finest human talent to ensure top business growth and performance.

Gift Bundlr believes in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realize their maximum potential within the company, regardless of their differences. We are committed to employing the best people to do the best job possible. We recognize the importance of reflecting the diversity of our customers and markets in our workforce. The diverse capabilities that reside within our talented workforce, positions to anticipate and fulfill the needs of our diverse customers, both domestically and internationally, providing high quality products/services.

Gift Bundlr is diverse along many dimensions. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, socioeconomic status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive and competitive.

DISCRIMINATION POLICY

It is the policy and commitment of Gift Bundlr that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, or religion. Gift Bundlr is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.

Discrimination is treating, or proposing to treat, someone unfavorably because of a personal characteristic protected by the law, such as sex, age, race or disability.

Discrimination can occur:

Directly, when a person or group is treated less favorably than another person or group in a similar situation because of a personal characteristic protected by law (see list below).

*For example, a worker is harassed and humiliated because of their race
or*

A worker is refused promotion because they are 'too old'

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).

For example, redundancy is decided based on people who have had a worker's compensation claim rather than on merit.

Protected personal characteristics under Federal discrimination law include:

- A disability, disease or injury, including work-related injury
- Parental status or status as a caregiver, for example, because they are responsible for caring for children or other family members
- Race, color, descent, national origin, or ethnic background
- Age, whether young or old, or because of age in general
- Gender
- industrial activity, including being a member of an industrial organization like a trade union or taking part in industrial activity, or deciding not to join a union
- Religion

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- pregnancy and breastfeeding
 - sexual orientation, intersex status or gender identity, including gay, lesbian, bisexual, transsexual, transgender, queer and heterosexual
 - marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship
 - political opinion
 - social origin
 - medical record
 - an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

It is also against the law to treat someone unfavorably because you assume they have a personal characteristic or may have it at some time in the future.

SEXUAL HARASSMENT POLICY

Sexual Harassment is the typical unwelcomed behavior directing to unnecessary physical contact, sexual remarks, verbal comments, uncomfortable behavior with opposite sex in work place among colleagues. Any complaint or report of sexual harassment is treated promptly, seriously and sympathetically, with due regard to confidentiality. Managers and supervisors must act immediately on any reports of sexual harassment. Employees are not disadvantaged in their employment conditions or opportunities as a result of lodging a complaint. Appropriate disciplinary action is taken against anyone in the Organization who is found to have sexually harassed a co-worker. Depending on the severity of the case, consequences can include an apology, counseling, transfer, dismissal, demotion or other forms of disciplinary action. Immediate disciplinary action is also taken against anyone who victimizes or retaliates against a person who has complained of sexual harassment. Organization has a legal responsibility to prevent sexual harassment. There are four steps that are involved in reporting a sexual harassment complaint.

Step 1: Making a complaint

Inform the offender the behavior is offensive, unwelcome, and against factory policy and should stop. Keep a record of the incident(s).

If the unwelcome behavior continues, contact your supervisor or manager for support. If this is inappropriate, you feel uncomfortable, or the behavior still persists, contact your manager

Step 2: Receiving a complaint

Listen to the complainant seriously. Treat the complaint confidentially. Allow the complainant to bring another person to the interview if he/she chooses to. Ask the complainant for the full story, including what happened step by step. Take notes, using the complainant's own words. Ask the complainant to check your notes to ensure your record of the conversation is accurate.

Step 3: Investigating a complaint

When a manager investigates a complaint, he/she should follow the procedure below. Interview all directly concerned, separately. Interview witnesses, separately. Keep records of interviews and investigation. Do not assume guilt. Interview the alleged harasser, separately and confidentially. Let the alleged harasser know exactly what he/she is being accused of. Give him/her a chance to respond to the accusation. Listen carefully and record details. Make it clear he/she does not have to answer any questions. Ensure confidentiality, minimize disclosure. Determine appropriate action based on investigation and evidence collected. Check to ensure the action meets the needs of the complainant and organization. Outcomes as they affect the complainant should be discussed with the complainant to ensure that needs are met.

Step 4: Potential Outcomes

If the complaint is found to be justified, the complainant may be entitled to any or all of the following: The complainant may receive: Commitment the behavior will cease. Private apology (verbal or written). Re-credit of any leave taken due to the harassment. Payment of medical and counseling expenses. Transfer, with no job disadvantage.

SAFETY PROCEDURES

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, such situations may be subject to disciplinary action, up to and including termination of employment.

Responsibilities

Management (the managers, CEO, and COO) are responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health

Workers are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources Department or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. The Safety policy shall be communicated to all employees and made available to all interested parties and to the public.

COMPANY ETIQUETTE

Dress Code

Gift Bundlr employees contribute to the corporate culture and reputation in the way they present themselves. A professional appearance is essential to a favorable impression with customers, regulators and company shareholders (owners). Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

Basic guidelines for appropriate attire

Basic elements for appropriate and professional business attire include socks or stockings and clothing that is in neat and clean condition. Basic guidelines for appropriate workplace dress do not include tight or short pants, tank tops, halter tops, low-cut blouses or sweaters, or any extreme style or fashion in dress, footwear, accessories, fragrances or hair.

Although it is impossible and undesirable to establish an absolute dress and appearance code, Gift Bundlr will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with his or her manager or supervisor.

If a supervisor or manager decides that an employee's dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the policy.

Behavior

Gift Bundlr is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the company are treated in a respectful and fair manner. The following are examples of behavior that would be considered infractions of Gift Bundlr rules of conduct.

Such behavior may result in disciplinary action, up to and including termination of employment.

The list includes but is not limited to:

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1. Theft or inappropriate removal or possession of property.
 2. Working under the influence of alcohol or illegal drugs.
 3. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
 4. Fighting or threatening violence in the workplace.
 5. Sexual or other unlawful or unwelcome harassment.
 6. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
 7. Unauthorized use of telephones, mail system or other employer-owned equipment.
 8. Unauthorized disclosure of business “secrets” or confidential information.

Telephone

Communication is a vital part of Gift Bundlr’s work environment and is instrumental when conducting our daily business. You are a representative of Gift Bundlr therefore, how you interact with our internal and external customers is a reflection on Gift Bundlr, your work department, colleagues and yourself. It is important that all employees maintain excellent communication with internal and external customers when using the telephone.

Answering the telephone is the responsibility of all employees. A ringing telephone should be answered within three 3 rings. When communicating by telephone, a warm, welcoming and professional voice tone should be used. When answering the telephone, you should identify yourself by name and department, without giving the impression that the caller is an interruption for you. Use active listening with the caller, and avoid distractions, while concentrating on what the caller is saying to determine the reason for their call.

While personal telephone calls are not prohibited, their frequency, duration, and volume should not interfere with on-going work duties nor distract fellow employees. This includes both incoming and outgoing telephone calls. Abuse of this privilege may lead to disciplinary action.

Employees are not permitted to make personal long-distance telephone calls using the company’s telephones or credit card, except in emergencies. Employees may place personal long-distance calls if they use their personal calling card or call collect.

INTERNET AND EMAIL USAGE POLICIES

Gift Bundlr recognizes that use of the Internet and e-mail has many benefits and can make workplace communication more efficient and effective. Therefore, employees are encouraged to use the Internet and email systems appropriately. Unacceptable use of the Internet and e-mail can place the company and others at risk. This policy outlines the company's guidelines for acceptable use of the Internet and e-mail.

Gift Bundlr has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

1. All technology provided by Gift Bundlr, including computer systems, communications networks, company-related work records and other information stored electronically, is the property of the company and not the employee. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience.
2. Employees may not use Gift Bundlr's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect Gift Bundlr or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.
4. Copyrighted materials belonging to entities other than Gift Bundlr may not be transmitted by employees on the company's network without permission of the copyright holder. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited.

Sharing the URL (uniform resource locator or “address”) of an Internet site with other interested persons for business reasons is permitted.

5. Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and “spamming” (sending email to thousands of users.)
6. To prevent contamination of Gift Bundlr technology and communications equipment and systems by harmful computer viruses, downloaded files should be checked for possible infection through the IT department. Also, given that many browser add-on packages (called “plug-ins”) may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from IT.
7. Every employee of Gift Bundlr is responsible for the content of all text, audio or image files that he or she places or sends over the company’s Internet and email systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. [Company Name]’s corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.
8. E-mail and other electronic communications transmitted by Gift Bundlr equipment, systems and networks are not private or confidential, and they are the property of the company. Therefore, Gift Bundlr reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
9. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

All company-supplied technology, including computer systems, equipment and company-related work records, belongs to Gift Bundlr and not to the employee user. Employees understand the company routinely monitors use patterns, and employees should observe appropriate workplace discretion in their use and maintenance of such company property.

Because all the computer systems and software, as well as e-mail and Internet connections, are the property of Gift Bundlr, all company policies apply to their

use and are in effect at all times. Any employee who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws.

Handbook Contract

I hereby acknowledge that I have received, read and understand the Gift Bundlr Associate Handbook and by signing below I am agreeing to the terms and conditions of the Handbook. If there are any questions or inquiries please contact Human Resources at kayla_gupta@lakeland.k12.nj.us or scott_shockley@lakeland.k12.nj.us.

Print Name: _____

Associate Signature: _____

Date: _____

Human Resources Signature: _____