



# EMPLOYEE MANUAL

## BUNDLE BOX

Bundle It. Box It. Ship It.

*2016-2017*

Liberty High School

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## Mission Statement

In our company, we value the satisfaction of our customers by providing a multitude of products. We aim to bring the joy of gift giving to one's-self and others with an easy and accessible service, which is also charitable, serving communities around the globe.

## Company Description

Bundle Box is a new style of gift boxes that can be ordered for personal consumption or for gifting purposes. Bundle Box boxes can be ordered based on different topics (Ex. Graduation, Baby shower, Beach, Sports) and will include items that relate to that topic. Boxes can also be personalized for customers who answer a questionnaire about themselves and their interests or about someone else.

It is the goal of every employee at Bundle Box to satisfy customers' needs and wants and to make it convenient for those looking to gift for themselves or others.

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## Job Duties & Responsibilities

<i><b>Job</b></i>	<i><b>Description</b></i>
<i>CEO (Chief Executive officer)</i>	The chief financial officer position is accountable for the administrative, financial, and risk management operations of the company, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.
<i>COO (Chief organization officer)</i>	You will be the company's second-in-command and responsible for the efficiency of business. The COO is a key member of the senior management team, reporting only to the CEO.
<i>Human Resources</i>	Human resources are responsible for recruiting, screening, interviewing and placing workers. They may also handle employee relations, payroll and benefits and training. Human resources managers plan, direct and coordinate the administrative functions of an organization
<i>Sales</i>	Sales executives are the key point of contact between an organization and its clients: answering queries, offering advice and introducing new products. Their work includes: organizing sales visits. Demonstrating/presenting products. Establishing new business.
<i>Finance</i>	Finance is responsible for the financial health of an organization. They produce financial reports, direct investment activities, and develop strategies and plans for the long-term financial goals of their organization.
<i>Marketing</i>	Marketing executives and employees are involved in developing marketing campaigns to promote a product, service or idea. It is a varied role that includes planning, advertising, public relations, event organization, product development, distribution, sponsorship and research.
<i>Design</i>	Graphic designers create visual concepts, by hand or using computer software, to communicate ideas that inspire, inform, or captivate consumers. They develop the overall layout and production design for advertisements, brochures, magazines, and corporate reports.
<i>Tech</i>	IT technical support officers monitor and maintain the computer systems and networks of an organization. They may install and configure computer systems, diagnose hardware and software faults and solve technical and applications problems, either over the phone or in person

## Employee Benefits

Benefits are perks offered to employees in addition to salary. The most common benefits we offer are:

- Medical
- Disability
- Life insurance
- Retirement benefits: paid time off and fringe benefits

### Medical Insurance

Bundle Box's medical insurance covers the costs of physician and surgeon fees, hospital rooms, and prescription drugs. Dental and optical care might be offered as part of an overall benefits package. It may be offered as separate pieces or not covered at all. Coverage can sometimes include the employee's family (dependents).

Bundle Box will usually pay all or part of the premium for employee medical insurance. Often employees pay a percentage of the monthly cost.

### Disability Insurance

Bundle Box's disability insurance replaces all or part of the income that is lost when a worker is unable to perform their job because of illness or injury. This benefit is not commonly offered. We offer two types of disability insurance:

*Short-term disability insurance* begins right away or within a few weeks of an accident, illness, or some other disability. For example, someone hurt in a car accident would be offered a few paid weeks to recover.

*Long-term disability insurance* provides benefits to an employee when a long-term or permanent illness, injury, or disability leaves the individual unable to perform his or her job. For example, an employee with spinal injuries could be entitled to long-term disability benefits until retirement age.

### Life Insurance

Bundle Box's Life insurance protects your family in case of your death. Benefits are paid all at once to the beneficiaries of the policy — usually a spouse or children.

### Retirement Benefits

Our retirement benefits are funds set aside to provide people with an income or pension when they end their careers. We provide our employees with a 401k plan. Employer or employee contributions are specified, but the benefit amount is tied to investment returns.

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## **Fringe Benefits**

Bundle Box's fringe benefits offer a variety of non-cash payments used to our talented employees. We include tuition assistance, flexible medical or child-care spending accounts (pre-tax accounts to pay qualified expenses), other child-care benefits, and non-production bonuses (bonuses not tied to performance).

Tuition reimbursement can be an especially important benefit if you plan to take classes in your personal time. This can be a great way to advance in your career. Bundle Box offers tuition assistance for required courses relating to job duties.

## **Paid Time Off**

Bundle Box offers paid time off (also referred to as PTO) that is earned by employees while they work. We provide PTO for holidays, sick leave, and vacation leave. These are earned as separate benefits. This combines sick leave and vacation into one account for the employee to use as needed.

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## Attendance Policy Procedures

*Attendance is important to help our business grow!*

### Tardies:

- Employees are expected to be on time everyday
- The school tardy policies apply for this business
  - 3 tardies per month= 1 demerit
  - 3 demerits = 1 write up/ talk with department manager
  - 6 demerits = 2nd write up/ talk with CHR
  - 9 demerits = 3rd and final write up/ talk with CEO
- If an employee receives 3 write ups, actions could result in possible termination of employment.

### Absences:

- Employees are given 5 sick days a semester
- If students miss more than five sick days, they will lose pay for any days they miss over the days allotted.
- If workers miss more than 5 days for important reasons, such as family illnesses, personal illnesses, etc., they will need a note from a parent or physician to receive pay for those days.

### Rewards:

- Perfect attendance will be awarded each month
- Everyone with perfect attendance will receive a certificate
- All employees who achieve perfect attendance will be entered into a raffle to win a \$50 bonus, only one name will be drawn. (Not all employees will win)
  - Once employees have received the perfect attendance bonus, they cannot get this bonus again.



# EMPLOYEE MANUAL

## Dress Code

*“Style is a way to say who you are, without having to speak!”*

**Bundle Box is a serious company with large goals and objectives. To meet our goals, dress code is important to enhance our image as business personnel to our competitors, consumers, and peers.**

Every day Appearance:

- Guys: Nice shirts with no inappropriate logos or words. Appropriate pants or shorts along with shoes
- Girls: nice shirts school appropriate (no midriff showing, no bad words, etc.) shorts must be school appropriate or pants.

Formal appearances (competitions):

- Guys: Well-groomed face. Collared dress shirt, groomed hair, tie, slacks, and dress shoes with dress socks.
- Women: Dressy pantsuit, knee length or longer dress with sleeves. Skirt school appropriate, blouse or nice shirt with sleeves, closed toed dress shoes (heels or ballet flats), groomed hair and if wanted, nice makeup.

# EMPLOYEE MANUAL

## Company Letter Head



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[www.bundlebox.biz](http://www.bundlebox.biz) | [bundlebox.ca@veinternational.org](mailto:bundlebox.ca@veinternational.org)

**Date**

Recipient Name

Title

Bundle Box

850 2<sup>nd</sup> Street

Brentwood, CA 94513

**Dear Recipient Name:**

To get started right away, just click any placeholder text (such as this) and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just click the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink, insert a comment, or add automatic page numbering.

**Sincerely,**

**Your Name**

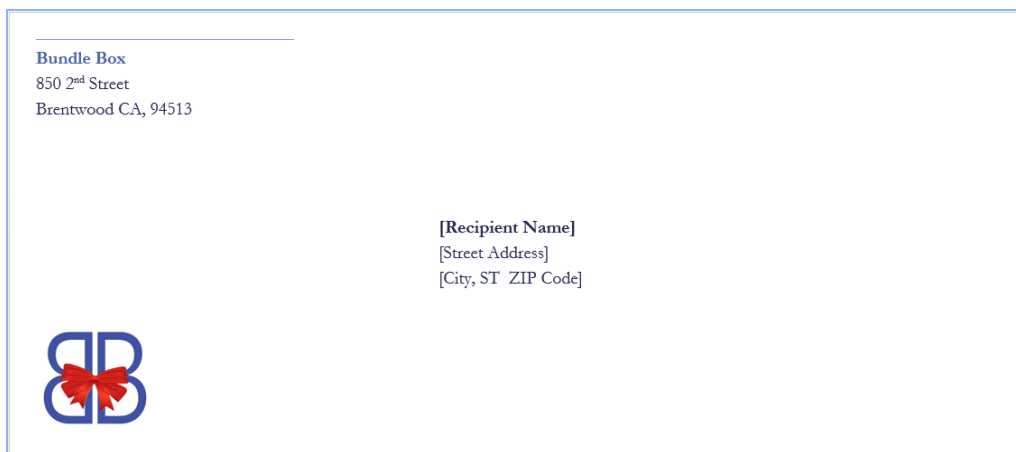
# EMPLOYEE MANUAL

## Company Branding

### Business Card



### Business Envelope



## Diversity & Discrimination Policy

*All must be fair in a company of equals!*

Bundle Box is a company that equally appreciates all members of its workforce.

Discrimination:

- Discrimination **WILL NOT** be tolerated and if found to be being practiced by any member of staff, serious repercussions will occur.
- If bullying that involves discrimination (or any type of bullying) is reported, employees that are encouraging maltreatment will have their pay suspended for one week as well as possible suspension or termination of employment based on the severity of their actions.

Diversity:

- Diversity is strongly encouraged- Individuality is important as differences from people of different backgrounds incorporate unique ideas help overall concepts to develop and improve.
- Creativity blooms in the brains of the many intelligent minds of the employees in this business so listening to others ideas to promote imagination and inspiration for our product is extremely important.

## Sexual Harassment Policy

*Respect is only given when earned!*

Bundle Box has a zero tolerance towards harassment of any variety. This means sexually explicit advances, language, and or gestures. Penalties for such behavior include:

1. Meeting with Chief of HR, with possible progression to CEO and COO
2. Removal of position
3. Job suspension without pay

If an employee is being targeted as a victim of sexual harassment, it is extremely important that they tell Human Resources so that the situation can be dealt with in a respectful manner that addresses the behavior as inappropriate and unacceptable. Human Resources promises to do our best to protect our employees in every situation.

Sexual Harassment includes:

- Inappropriate touching
- Unwanted advances
- Crude language
- And any other gestures that make other employees feel uncomfortable

## Safety Procedures

*Your safety is our safety!*

Your safety is the constant concern of this organization. Every precaution has been taken to provide a safe workplace.

### **Accident Reporting**

Any injury at work- no matter how small must be reported immediately to your supervisor and receive first-aid attention. Serious conditions often arise from small injuries if they are not cared for at once

### **Safety rules and guidelines**

To ensure your safety, and that of your co-workers, please observe and obey the rules and guidelines appropriate to the general populace or specific jobs:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case, should an employee treat his or her own or someone else's injuries or attempt to remove foreign particles from someone else's eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Never distract the attention of another person, as you might cause him or her to be injured. If necessary to get the attention of another person, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc. appropriate to the task.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc. **Fire Doors and Aisles Must be Kept Clear!**
- Keep your work area clean.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Report any unsafe condition or acts to your supervisor.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Place trash and paper in proper containers and not in cans provided for cigarette butts.

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## **Safety checklist**

It is every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Open, loose, or broken windows
- Dangerously piled supplies or equipment
- Leaks of steam, water, oil, other liquids
- Blocked aisles
- Blocked fire extinguishers, hose sprinkler heads
- Blocked fire doors
- Roof leaks

## Company Etiquette

*Fairness and hard work will lead to success!*

Definition: Business etiquette is a set of manners that is accepted or required in a profession. Often upheld by custom, it is enforced by the members of an organization. Those who violate business etiquette are considered offensive. The penalty for such behavior frequently lies in the disapproval of other organization members.

- **When in doubt, introduces others or yourself:** Always introduce other staff to others whenever the opportunity arises, unless that person knows the other already. This makes people feel valued regardless of their position
- **A handshake is still the professional standard:** Not only does this simple gesture demonstrate that you are polite and approachable, it sets the tone for any potential future professional relationship.
- **Always say “Please” and “Thank You”:** Obviously, you should do this without being told, and even in a casual atmosphere, this basic form of courtesy is still imperative.
- **Do Not Interrupt:** We are the nation of being “over Talkers” where we want to share our opinions or press our point to others that we stop others in mid-sentence to get ours out there. So instead we should wait until others are done speaking before we speak.
- **Watch Your Language:** Verbal and written communications are often less formal than in times past, so be careful when speaking and make sure you choose your words carefully. And of course, derogatory, rude, or offensive language is unacceptable and same goes with slang.
- **Double check before you hit send:** Always check your emails for spelling and grammar errors. Even though we have spell check and all this technology it will not always pick up on spelling errors or typos so always proof read, also please no emoticons.
- **Don’t Gossip:** We all know how hard it is to resist engaging in a little “harmless” talk. But let’s face it gossip is never harmless, it’s most certainly damaging to other people and it also reflects poorly on you.
- **Don’t eavesdrop:** Everyone is entitled to private conversations, whether it is on the phone or in person. Don’t stand over someone’s shoulder and read their messages or emails.
- **Acknowledge others:** when someone approaches you, acknowledge him or her. If you are in the middle of speaking, ask them to hold on a minute.



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- **Be on time:** We are all busy. Being on time shows others that you value their time. Being late does not mean you are busier than others it just means you are inconsiderate.
- **Show genuine interest:** Keep eye contact and make an effort to truly listen to what others are saying. We are so easily distracted in this climate of increasingly short attention spans; we often can't wait for the other person to hurry up and finish so we can move on to the next thing. Resist the lure of distraction and haste. Take the time to ask questions and show an interest in the other person's thoughts.

## Technology Usage

*Technology can be a friend or foe; use it wisely!*

### Technology usage:


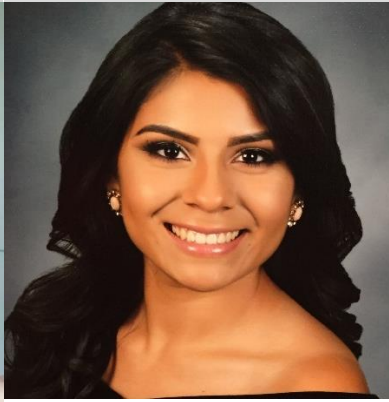

- All technology provided by Bundle Box, including computer systems, communication networks and other information stored electronically is property of the company and not the employees. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience.
- Disparaging, abusing, profane, or offensive language; materials that might adversely or negatively reflect on Bundle Box and any illegal activities- including piracy, copyright infringement and any unauthorized access to any computers on the internet or emails are forbidden.
- Employees may not use the system in a way that disrupts it use by others. This includes sending or receiving excessive numbers of large files and "spamming" (sending emails to thousands of users).
- To prevent contamination of Bundle Box's technology and communication 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 systems, downloading plug-ins is prohibited without prior permission from IT.
- Email and other electronic communications transmitted by Bundle Box equipment are not private or confidential. Therefore, Bundle Box reserves the right to examine, monitor and regulate emails and other electronic communications, files and all other content.

### Phone Usage

- Turn ringers and alerts on devices to vibrate or silent. No matter how funny or cute they are, loud, repetitive ringtone can bother people who are trying to concentrate on work or are engaged in a business discussion.
- Personal cell phones shouldn't be used indiscriminately throughout the workday, since every moment they're used takes away from time spent working. Of course, in many cases employees are permitted to use phones at their discretion. Please keep phone usage within professional responsibilities. However, if cell phone use is getting out of hand, cell phones will only be allowed during breaks.
- Take personal calls outside in order to keep non-professional language and personal information to themselves.
- To minimize distractions during meetings, employees leave their phones in their purses or bags.

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## Contact Information

ZOE MILLER CEO	ROSAY GARCIA COO	SELENA SISNEROZ CHR
		
<b>Tel</b> (925) 437-2768 <b>zoemaemiller@gmail.com</b>	<b>Tel</b> (925) 493-1243 <b>rosay1123@gmail.com</b>	<b>Tel</b> (925) 354-9139 <b>selena.sisneroz@gmail.com</b>

## Company Information

### **Bundle Box**

**Address:** 850 2<sup>nd</sup> Street, Brentwood CA, 94513

**Phone:** (925) 634-3521

**Website:** [www.bundlebox.biz](http://www.bundlebox.biz)

**E-Mail:** [bundlebox.ca@veinternational.org](mailto:bundlebox.ca@veinternational.org)

# EMPLOYEE MANUAL

## Acknowledgement of Receipt

The undersigned acknowledges receipt of a copy of the currently effective Employee Manual for the Bundle Box Company. By signing, you agree to follow all guidelines and policies presently set forth to the fullest ability. You understand that possible termination of employment may follow if the agreement is fragmented.

X

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