



NeuVen Employee Manual

Table of Contents:

- Greetings From NeuVen: 2
- Mission Statement: 3
- Company Description: 4
- Job Descriptions: 5
 - Chief Executive Officer- 5
 - Chief Financial Officer- 6
 - Chief Operation Officer- 6
 - Floater- 6
 - Human Resources- 7
 - Marketing- 8
 - Sales- 9
 - Finance- 10
- Company Policy and Procedures: 11
 - Attendance Policy: 11
 - Dress Code Policy: 12
- Standard Office Procedures: 13
 - Software Access Procedure- 13
 - NeuVen Owned Equipment- 13
 - Internet Usage- 13
 - Social Media- 14
 - Email Usage at NeuVen- 14
- Standard Office Forms: 15
 - Letter of Reprimand- 15
 - Recommendation Letter Sample- 15



Greetings From NeuVen:

Welcome to the NeuVen team! Here at NeuVen, we strive to provide an employee-friendly environment in which individuals can thrive as they work to achieve their goals. This employee handbook establishes policies, procedures, benefits, and working conditions that will be followed by all employees as a condition of their employment at NeuVen.

This handbook also explains the expected behaviors of employees and punishable misdemeanors. By laying out these policies, we aim for employees to respect and honor each other. This handbook is not a contract of employment nor is it intended to create contractual obligations for the company of any kind. The policies and procedures outlined in this handbook will be applied at the discretion of NeuVen. NeuVen reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook. Furthermore,

NeuVen reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, without prior notice. We will make every effort to notify employees when an official change in policy or procedure has been made but employees are responsible to stay up-to-date with company policies, procedures, benefits, and working conditions.



Mission Statement:

"We strive to create our products as healthy solutions for the air, the people within your home, as well as the community and environment outside of it."

Company Description:

NeuVen is an LLC that provides home based incinerators for both small, and large scale firms. Our products the NV1 and NV Plus create electricity from the waste consumers insert into the incinerators.

Our company aims to help solve emissions issues from the burning of non-renewables for energy, reduce landfills, and spread environmental awareness. NeuVen creates products that are healthy solutions for the air, the community, and the environment. Our products will achieve our goals of helping to neutralize the carbon in the air and help lead our company to be a global leader in green

energy.



Job Descriptions:

Chief Executive Officer-

LEADER

- Advises the Board
- Advocates / promotes organization and stakeholder change related to organization mission
- Supports motivation of employees in organization products/programs and operations

VISIONARY / INFORMATION BEARER

- Ensures staff and Board have sufficient and up-to-date information
- Looks to the future for change opportunities

DECISION MAKER

- Formulates policies and planning recommendations to the Board
- Decides or guides courses of action in operations by staff

MANAGER

- Over sees operations of organization
- Implements plans

BOARD DEVELOPER

- Assists in the selection and evaluation of board members
- Makes recommendations, supports Board during orientation and self-evaluation

Chief Financial Officer-

A key member of the Executive Management team, the Chief Financial Officer will report to the President and assume a strategic role in the overall management of the company. The CFO will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the company. This will include direct responsibility for accounting, finance, strategic planning, job costing, legal, property management, deal analysis and negotiations, investor relationships and partnership compliance and private and institutional financing.

Chief Operation Officer-

The Chief Operation Officer serves as a chief executive in our firm at NeuVen LLC and, in partnership with the Board, is responsible for the progressed success at NeuVen LLC. Together, the Board and Chief Operations officer assure NeuVen's relevance to the community, carry out of NeuVen's mission and vision, and the accountability of NeuVen to its diverse constituents. The Board delegates responsibility for management and day-to-day operations to the Chief Operations Officer, and she/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The Chief Operations provides direction and enabling to the Board as it carries out its governance functions.

Assistant Director-

The assistant director is expected to work with all divisions of the business when they need assistance to complete their tasks. Working with members of the other departments, help people complete tasks. When departments are falling behind, help them complete their tasks in a timely manner.

Human Resources-

PRIMARY RESPONSIBILITIES:

- Develop and monitor Human Resource policies for the entire company
- Devise Human Resource practices that will help balance each department
- Support and advise senior management on Human Resources issues
- Determines and recommends employee relations practices in order to establish a positive moral and working environment
- Implement and recommend Human Resources policies and objectives for the entire company.
- Establish wage and salary structure, pay policies, and company safety and health programs
- Interview executive-level candidates
- Keep supervisor informed of significant problems that may jeopardize the achievement and success of the company

PREREQUISITES FOR THE JOB:

- Bachelor's degree or equivalent in Human Resources
- From 8-10 years' experience gained through responsible management positions with Human Resource
- Affiliations with successful companies who practice efficient Human Resource Management.

PERSONAL CHARACTERISTICS:

- High energy level, comfortable performing multitasks assignments.
- Ability to get along well with others
- Good communication skills
- Resourceful, prepared, and well organized

Marketing-

Provide leadership and coordination of company sales and marketing functions. Develop and implement sales and marketing strategy. Monitor and analyze sales and marketing activity against goals.

PRIMARY RESPONSIBILITIES:

- Direct and coordinate company sales and marketing functions
- Direct and oversee the company marketing function to identify and develop new customers for products and services
- Study and develop strategies and plans which identify marketing opportunities, direct marketing, and new project development
- Examine and evaluate the effectiveness of sales, methods, costs, and results
- Manage sales and marketing budgets
- Manage major and critical developing client accounts, and coordinate the management of all other accounts
- Supervise the planning and development of company marketing and communications materials
- Represent the company at various community and/or business meetings to promote the company

PREREQUISITES FOR THE JOB:

- Completion of a Master's Degree in Marketing is recommended
- Ten years of experience in a senior-level sales and/or marketing position for position of VP of Marketing
- Communicate skills, both written and verbal
- Good analytical and networking skills
- Excellent leadership skills

KNOWLEDGE SKILLS AND REQUIREMENTS:

- Experience in planning marketing strategies and advertising campaigns
- Experience in strategic planning and execution
- Knowledge of contracting, negotiating, and change management
- Knowledge of structuring sales quota goals and revenue expectations
- Work requires professional written and verbal communication and interpersonal skills
- Willingness to work a flexible schedule

Sales-

The primary responsibility of a vice president of sales is to lead a sales team to meet or exceed sales revenue. The role involves strategic planning, managing people, selling, leveraging technology and improving processes. A vice president of sales may be responsible for a region, country or global sales organization. The role is usually compensated with a salary plus a variable commission tied to the attainment of business goals. A vice president of sales is a key member of the senior management team.

PRIMARY RESPONSIBILITIES:

- Direct and manage all sales and business development operations
- Keep track of what the competitors of the company are doing
- Be aware of pricing, compensation, and distribution
- Set, develop, and implement sales strategies for business development
- In charge of driving the company's achievement of its customer acquisition and revenue goals
- Looks after the hiring and development of a sales organization, depending on the size of the company
- Responsible for training and sales incentive programs
- Develop and evaluate national and international sales strategies
- Coordinate with the marketing department to establish and direct channel and distribution programs
- Build key customer relationships and implement strategies for expanding the company's customer base.
- Manages the overall sales process and develops the pricing policies

PREREQUISITES FOR THE JOB:

- In order to be a VP of sales one needs to have an MBA with specialization in sales and marketing. Since it is a senior position one must have some experience to reach this position.

KNOWLEDGE SKILLS AND REQUIREMENTS:

- Excellent leadership skills
- Communicate skills, both written and verbal
- Good analytical and networking skills
- Proficient knowledge of technology

Finance-

The successful candidate will provide leadership and coordination of company financial planning, debt financing, and budget management functions and ensure company accounting procedures and reporting conform to generally accepted accounting principles.

PRIMARY RESPONSIBILITIES:

- Endorse benchmarks for measuring the financial and operating performance
- Screen and analyze monthly operating results against budget
- Superintend daily operations of the finance and accounting department
- Manage the preparation of financial outlooks and financial forecasts
- Ensure compliance with local, state, and federal budgetary reporting requirements
- Manage financial audits and provide recommendations for procedural improvements
- Represent the company externally to government agencies, auditors, and the general public
- Provide accounting policy orientation for new staff

PREREQUISITES FOR THE JOB:

- Master's Degree in Finance, Accounting or Business with strong Accounting experience
- Five to Ten years' experience in a mid to senior level finance or accounting position, and a CPA (preferred)

KNOWLEDGE SKILLS AND REQUIREMENTS:

- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of automated financial and accounting reporting systems.
- Knowledge of federal and state financial regulations

Company Policy and Procedures:

Attendance Policy:

Expectations of NeuVen:

- Prompt and ready to work
- Complete tasks at a timely matter
- Respect others as they deserve to be treated

Attendance:

Must show consistency of attendance, a consistent worker is a reliable worker. Team meetings are mandatory; if absent, protocol procedures must be taken to take off. If you know beforehand you will be off, let Administration know so that tasks will be covered by your department workers.

Absences & Lateness:

If so happens you are absent to work please notify any administration or department worker so that the firm is aware.

- If you are skipping work and are caught you will get written up; including a meeting with Admin to discuss consequences and concern.
- If consistency of absences or lateness is identified a meeting will be held to discuss proper protocol.
- If reckless action is continued to take place reduction of pay will take place.

Sick Days:

- If you are sick notify Human Resources so that your absence is marked as a paid, sick day rather than an unexcused absence.

Overtime:

- If overtime was taken please notify department head so that it is reported to Human Resources and it is accounted for.
- LIMIT OF 10 HOURS PER WEEK OF OVERTIME

Dress Code Policy:

All employees must comply to dress code regulations within the firm. Failure to do so will result in getting written up by Human resource and consistency to disobey orders will result in being fired from the company.

Dress Code Policy for Women:

- No revealing cleavage
- No slits in skirts if worn
- Shirts are to be quarter length or longer
- Team T-Shirts may be worn on Fridays
- Only neutral colors are allowed to be worn nothing should be worn to distract others from work
- Hair should be neatly groomed
- No extravagant hair colors are to be worn in the work place
- Tattoos are to be covered at all times
- Piercings should be conservative and not distracting

Dress Code Policy for Men:

- Shorts are not to be worn
- If of choice to wear a tie the tie must have a neutral color that isn't distracting (i.e. black or blue)
- Hair neatly groomed
- No exceptions, underwear should not be showed
- All pairs of pants that are worn is required to have a belt
- Closed toed shoes
- Team T-shirts may be worn on Fridays
- Tattoos are to covered at all times
- Piercings should be conservative and not distracting

Standard Office Procedures:

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting professional business. Some job responsibilities at NeuVen require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorized, for NeuVen's purposes, may use the Internet to access additional software.

Software Access Procedure-

Software needed, in addition to the Microsoft Office suite of products, must be authorized by your supervisor and downloaded by the IT department. If you need access to software or websites, not currently on the network, talk with your supervisor and consult with the IT department.

NeuVen Owned Equipment-

Any device or computer including, but not limited to, desk phones, cell phones, tablets, laptops, desktop computers, and iPads that NeuVen provides for your use, should only be used for NeuVen business. Keep in mind that NeuVen owns the devices and the information in these devices. If you leave NeuVen for any reason, NeuVen will require that you return the equipment upon on your last day of work.

Internet Usage-

Internet use, on NeuVen's time, is authorized to conduct company business only. Internet use brings the possibility of security breaches to the security of confidential NeuVen information. Internet use also creates the possibility of contamination to our system. Removing such programs from NeuVen's network requires IT staff to work on time that would be better divided at another time. For this reason, and to assure the use of work time appropriately for work, we ask staff members to limit Internet use. Additionally, under no circumstances may NeuVen owned computers or other electronic equipment, including devices owned by the employee, be used on NeuVen time, to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

Social Media-

Your employer understands that part of what you do in social media is outreach that recruit's new employees and enhances our brand. Many employees have social media responsibilities in their job description including the social media marketers, tech support, and recruiters. Your employer also understands that the relationship of our employees to an online world that you spend time in 24/7 can lead to the blurring of work time and off work time. We strongly encourage you to limit the use of social media to work-related content and outreach during work hours.

Additionally, you are prohibited from sharing any confidential or protected information that belongs to or is about NeuVen. You are strongly encouraged not to share reproachful information that places your company or coworkers in an unfavorable light. The reputation and brand should be protected by all employees. The lives and actions of your coworkers should never be shared online. Please note the preferences of fellow employees who are parents before you use the name of their children online.

Email Usage at NeuVen-

Email is also to be used for company business only. NeuVen's confidential information must not be shared outside of the company, without authorization, at any time. You are also not to conduct personal business using the company computer or email. Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste company time and attention.

Standard Office Forms:

Letter of Reprimand-

This employee reprimand is issued to a manager. It is a serious, ethical breach for a manager to overlook employee confidentiality. Managers are held to a higher standard than this manager exhibited.

A letter of reprimand to a manager is a rare event. Employers would usually remove a manager who violates performance standards from his or her management role before disciplinary action was necessary.

To:

From:

Date:

Re: Letter of Reprimand

This is an official written reprimand for your failure to perform the functions of your position appropriately to safeguard the confidential knowledge you have acquired about the employees who report to you. Revealing information, that was shared with you in confidence by an employee, to other employees, is a violation of the confidentiality rights of the employee.

Recommendation Letter Sample-

Use this recommendation letter sample to write about an employee who made positive contributions to your organization. This is for an employee whom you want to help.

September 24, 2016

To Whom It May Concern:

This is a letter of recommendation for Linda Fisher. Linda reported to me for the past four years as my administrative assistant in the training and organization development department at State University.