



Avant-garde Furnishings, Inc.

2016
Employee Manual

Employee Manual

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MESSAGE FROM CEO

Dear employee,

First of all, welcome to Avant-garde Furnishings, Inc. (AFI)!

We are excited to have you join a team of highly motivated and intelligent members. You were hired due to our interest in your set of skills, and I hope you will be able to apply them efficiently in your field of work.

AFI has been established since 2014 in order to provide modern, eco-friendly, and multi-purpose furnishings, while remaining affordable. As you continue your career in AFI, you will encounter many difficult tasks and projects, but never give up. Your efforts in our company will reflect on your accomplishments in the future.

Always do your best.

Not every seed will sprout into something beautiful if it isn't nourished. Invest into yourself and grow within. Employees who are self-motivated, intuitive, confident, and trustworthy are the employees that will blossom.

This handbook was precisely crafted by our Human Resources team in order to provide detailed information and rules about our company. Employees should familiarize themselves with the following contents beyond this page. Any questions or concerns should be directed to our VP of the Human Resources Department, Jennie Ng.

I truly believe that every employee will be able to implant their roots into this company and develop into new and unique workers.

Best of wishes,

Andrew Yu

Andrew Yu
Chief Executive Officer

Introduction

Purpose of Handbook

This employee manual is designed to provide employees with information regarding work policies, procedures, salary, and benefits of Avant-garde Furnishings, Inc.

Please read the contents of this manual carefully. If there are any questions regarding the manual, then you can come to the Human Resources Department.

Mission Statement

Avant-Garde Furnishings, Inc. is devoted to bring innovations to our consumers' homes and offices by supplying multi-purpose, eco-friendly, and modern furniture.

History

Avant-garde Furnishings, Inc. (AFI) started as a C-corporation in 2014. Our furniture has retained the goal of being multi-purpose, eco-friendly and space-saving. Located at 8301 Shore Road, Brooklyn, NY 11209, we are situated in New York City and have the optimal location to be selling our products to small apartments and new offices.

Furniture is essential to every home and office, so we have made it our top priority to provide high quality sustainable products that offer various functionalities.

Company Policies

Attendance

Avant-Garde Furnishings, Inc. expects employees to be ready to work at the beginning of assigned daily work hours and to complete all projects by their deadlines. Regular full-time employees are expected to work seven and one-half hours per week.

If any emergencies occur and you are late or absent, you are to notify the Human Resources Department by 11:30AM at (718)491-5441. Excused absences or lateness will not be penalized with pay reductions.

Timekeeping procedures

Employees sign in daily on the sign in sheet once they enter the office. Everyone is given a five-minute grace period for lateness. Failure to come in during the grace period will result in docked pay. Anyone that shows up 6 to 15 minutes late, 15 minutes worth of pay will be deducted. Late 16 to 30 minutes will result in 30 minutes deducted from your pay. Exceeding 31 minutes will dock 45 minutes worth of pay.

Schedule

All employees working at Avant-Garde Furnishings, Inc. should attend work from 11:30 to 1:10 pm.

Personal Records and Administration

The Human Resources Department in Avant-Garde Furnishings, Inc. handles personal records and related administration functions. Personal files will be kept confidential at all times and some of the documents that are included are:

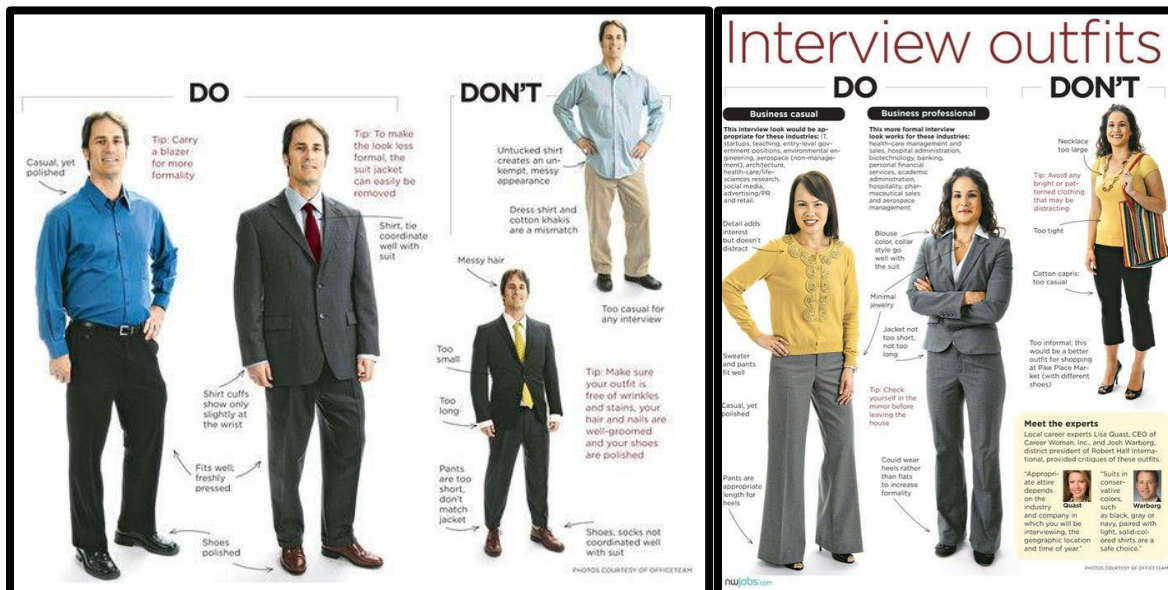
- Resume/Cover Letter
- Consent Forms
- Evaluations

*If there are any medical records, they will be kept in a separate confidential file.

Dress Code Policy

Human Resources will be evaluating your business attire every Thursday. The first 3 weeks of the month will be business professional, and the last week of the month will be business casual. Failure to come dressed on designated days will result in a reprimand as a warning. If you fail to dress on designated days repetitively it will affect your evaluation.

Style Is A Way
To Say Who
You Are
Without Having
To Speak



Confidential Information and Nondisclosure

All employees are required to maintain all private information of Avant-Garde Furnishings, Inc. You are responsible to consult with your supervisor if you are unsure of your obligations under the policy, confidential information and nondisclosure.

Workplace Hygiene

Office Cleanliness

You are expected to help keep your office surroundings as neat and orderly as possible. A clean work area makes for a more pleasant and safe place to work. At the end of the day, turn off and cover your equipment.

No food is permitted at your cubicle. Drinks must be kept in containers that are stable and not easily tipped.

Work Station Check Policy

Everyone will be evaluated for the neatness of their workplace. All employees must maintain a clean and orderly workplace. If not, a deficiency will be recorded in your evaluation.

Safety

Avant-Garde Furnishings, Inc. expects a clean, healthy, and safe environment for its employees. As an employee, you are expected to take an active part in maintaining this environment. Your workplace should be kept clean, neat, and orderly.

Harassment

As an employee of the company, harassment will not be tolerated among employees. You will be given a warning the first time, but the second time you will be terminated. Harassment includes bullying, threats, blackmail, physical assault, or contact.

Drug/Alcohol Use

To maintain a safe work environment, drugs or alcohol are not permitted in the workplace. Anyone that shows up to work intoxicated will be sent home and terminated.

Violence in the Workplace

Avant-Garde Furnishings, Inc. does not tolerate workplace violence and harassment. This includes words, signs, pranks, intimidation, and physical assaults or contact. The office is not a place for personal issues or conflicts. We are to always keep professional appearance and behavior.

Disciplinary Policy

Grounds for Disciplinary Action

If any employee violates the company's policies or rules of conduct, the company has the right to discipline and terminate any employee.

The following actions listed below are examples for disciplinary action:

- Creating conflict with coworkers, supervisors, visitors or volunteers
- Sexual harassment
- Contributing to unsafe work conditions
- Dishonesty
- Failure to meet deadline for assignments
- Taking part in illegal drugs
- Consumption of alcohol during work hours
- Falsification of documents and reports

Resignation

Avant-garde Furnishings, Inc. allows the right to resign from his/her employment at any time as long as it is with notice. If an employee resigns from employment with Avant-garde Furnishings, Inc., he/she must work till the end of the month to receive their last paycheck.

Termination

Avant-garde Furnishings, Inc. has the right to terminate an employee's employment at any time with notice and with reason/cause. The Employee Manual should be returned upon employment termination.

Final Paycheck

If an employee resigns from employment with Avant-garde Furnishings, Inc., he/she must work till the end of the month to receive your last paycheck.

Benefits

Health Insurance

Avant-garde Furnishings, Inc. has found a health insurance that benefits all our employees. An explanation of the health insurance is provided upon request.

Compensation policy

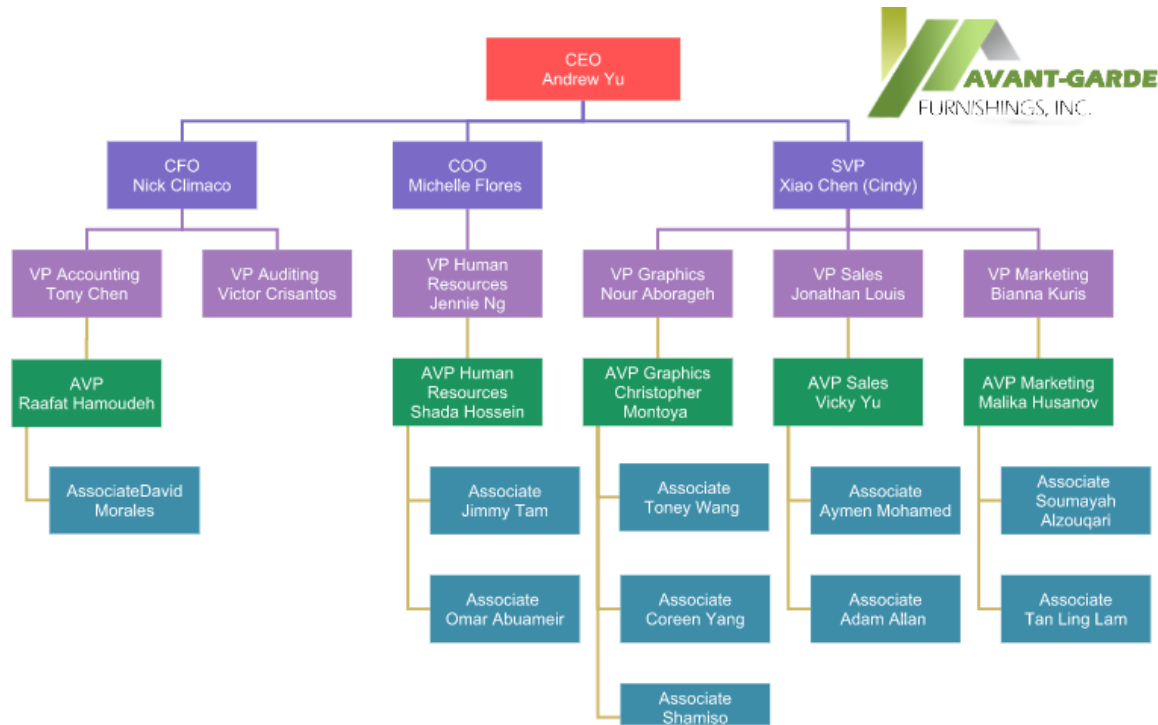
All employees are entitled to Workers' Compensation paid by Avant-garde Furnishings,

Inc. If an employee is injured or ill. Workers' Compensation Insurance covers the employee's medical bills until they return back from sick leave.

Base Compensation

Employee salaries and wages are determined by job description. Avant-Garde Furnishings, Inc. has set proper and fair salaries for the 2016-2017 year.

Associates	\$40,000 yearly
Accounting Associates	\$45,000 yearly
Vice Presidents	\$50,000 yearly
Accounting Vice President	\$55,000 yearly
Assistant Vice Presidents	\$45,000 yearly
Accounting Assistant Vice Presidents	\$50,000 yearly
CEO	\$75,000 yearly
CFO	\$70,000 yearly
COO	\$65,000 yearly
SVP	\$65,000 yearly



Avant-garde Furnishings, Inc.

"Living Made Simple."

Employee of the Month

Employees will be awarded Employee of the Month by the executives and Human Resources Department. To be considered for Employee of the Month, an employee needs to finish all their assignments on time and done correctly. An employee also needs to have perfect attendance and no lateness. The Employee of the Month gets a bonus and one free dress pass. The free dress pass excuses the employee from dressing up on one dress day.

Holiday Policy

Employees will be paid on days that we have off due to holidays. Holiday pay will be based on the employment status of the employee. The examples of paid holidays are:

- Eid al-Adha
- Rosh Hashanah
- Columbus Day
- Yom Kippur
- Election Day
- Veterans Day
- Thanksgiving
- Christmas
- New Year's Day
- Dr. Martin Luther King Jr. Day
- Memorial Day
- Eid al-Fitr
- Independence Day
- Labor Day
- Columbus Day

Sick Leave

Employees are limited to 6 sick paid days a year. When the employee uses up all 6 days, the employee will no longer get paid for being out during work time.

Family Emergencies/Medical Leave

Occasionally, employees will need to leave because of unexpected personal reasons. It is the policy for Avant-garde Furnishings, Inc. that we allow our employees to apply for and for us to consider certain unpaid leaves of absence. All requests for leaves of absence should be in writing and submitted to Human Resources Department.

Expenses

The following is a guide to Avant-garde Furnishings, Inc.'s expense policy and should be followed by all managers who are able to approve expense reports. Authorizing an expense report indicates to the company that the expenses reported are legitimate, reasonable, and abides by our policy.

Company Supplies and Other Expenditures

Only Human Resources and Accounting may use the company's name to purchase supplies and/or equipment. Non-certified employees do not get access to the

company's purchasing account and may not conduct purchases on behalf of the company. If an employee needs to make a purchase they must get approval by a supervisor or a certified employee. If a purchase is not approved, Avant-garde Furnishings, Inc. is not obligated for that purchase.

Reimbursement

Employees will be reimbursed for any occasion that may require travel on behalf of the company. Avant-garde Furnishings, Inc. will pick up the expenses of: travel transportation, hotel stays, meals and certain incidentals, that meet reasonable and adequate standards for convenience, safety, and comfort.

Records

Within five business days after an employee has returned from any trip, they must show the receipts from all the expenses of the trip to accounting in order for the expenses to be reimbursed. Unless an inconvenience is proven to get the receipts, all reimbursements will be denied after the 5 business days.

Employee Communications

Staff Meetings

Each week there will be a meeting scheduled for every department by the Chief Operating Officer. The department and executive board meeting are essential in discussing what needs to be done. Before calling the weekly meeting to order, the manager needs to compile an agenda and then speak to the COO to book a meeting. The agenda is necessary in order for the meeting to run smoothly. At each conference, one person is in charge of recording the minutes of what occurred in the meeting.

Bulletin Board

The bulletin board in the front of the office has documents such as the task sheet, and monthly calendar posted to ensure that all employees are aware of important days and events. Task sheets are written by the VP's and placed on the bulletin board displaying employees' tasks and deadlines.

Acknowledgement of Handbook

Terms and Conditions

I _____ hereby agree to the Avant-garde Furnishings, Inc. Employee Manual. I understand and agree that the Employee Manual is my responsibility to know its contents. Therefore, I acknowledge and understand that unless Avant-garde Furnishings, Inc. has given me a written employment agreement that states otherwise, I have the right to resign from my employment with Avant-garde Furnishings, Inc. at any time as long as it is with two-week notice. I understand that if I resign from my employment with Avant-garde Furnishings, Inc., I must work till the end of the month to receive my last paycheck. It is also to my knowledge that Avant-garde Furnishings, Inc. has the right to terminate my employment at any time with notice and with reason/cause. I have read, understand and agree to all of the above. I have also read and understood the Avant-garde Furnishings, Inc. Employee Manual. Lastly, I agree that the Employee Manual should be returned upon my employment termination.

Non - Disclosure Agreement

I _____ understand that information about Avant-garde Furnishings, Inc. that an employee learns from working for Avant-garde Furnishings, Inc. must be kept as confidential information unless it is publicly available. I understand employees must not disclose any confidential information to whoever is not employed by Avant-garde Furnishings, Inc. Moreover, any employee who discloses Avant-garde Furnishings, Inc.'s confidential information will be subject to disciplinary action. I understand to the policy above and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____