

Employee Handbook 2016-2017

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Forward

Established in September 2014, FITspiration is a limited liability company that strives to model a professional workplace. FITspiration is located at 155 Robbinsville- Edinburg Road, Robbinsville NJ. The firm aims to provide the most effective environment for both its managers and employees.

Illustrated in this handbook are the guidelines employees and managers are expected to follow in order to maintain a successful business atmosphere. In the event any exceptions not specifically addressed in this handbook occurs, employees are asked to contact Human Resources immediately to resolve the conflict.

Should misconduct take place, employees may be asked to resign or be terminated from the company. Staff members are forbidden to possess any alternate jobs within another firm while working at FITspiration.

The procedures, practices, policies, and benefits described in the handbook may be altered or discontinued at any time if an employee exemplifies compelling reasoning or a rule fails to comply the FITspiration atmosphere. The Human Resources department will notify employees when either circumstance occurs.

This handbook qualifies as a confidential document. No portion should be disclosed to others, excluding FITspiration employees and other known affiliates.

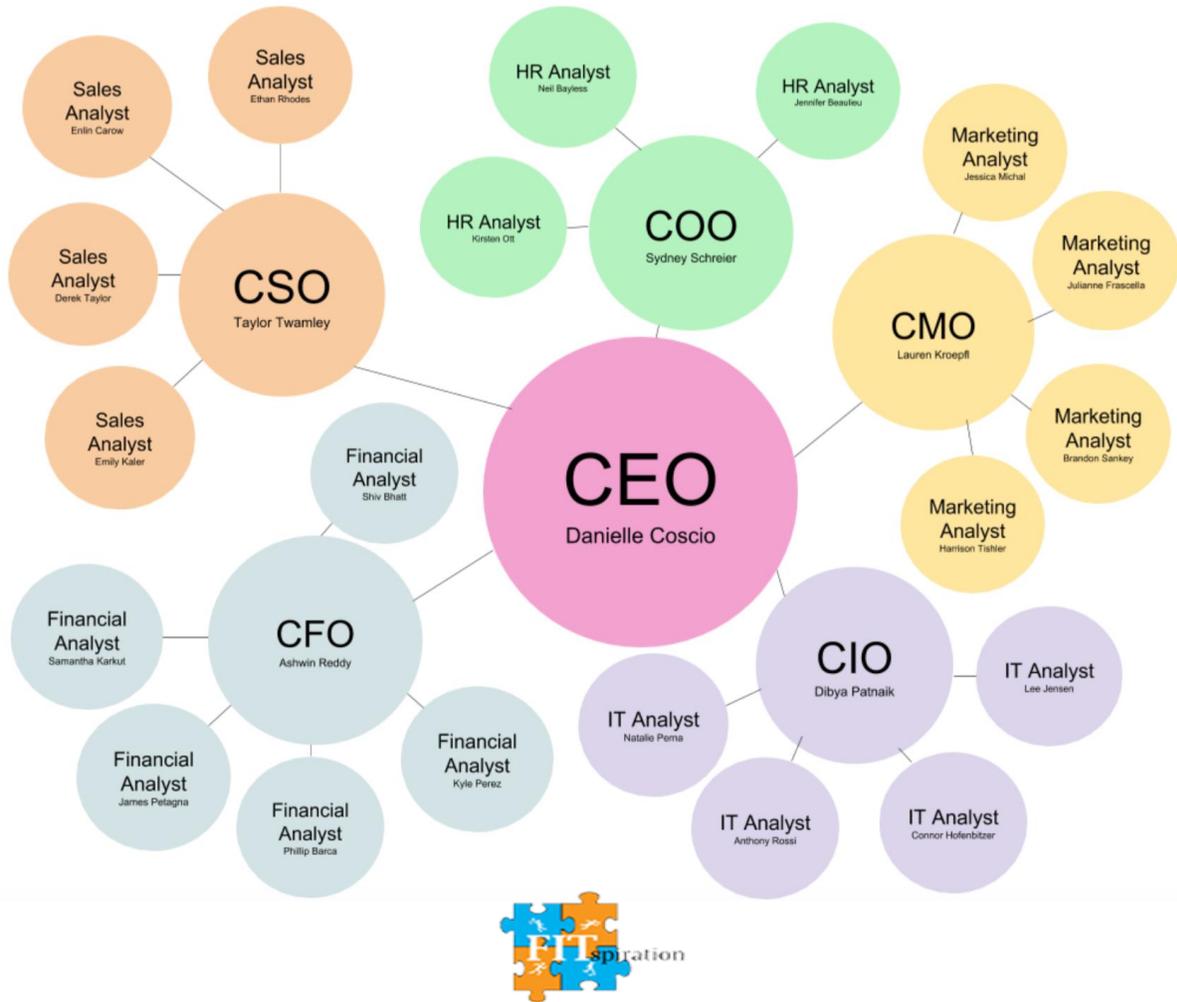


Mission

FITspiration products are geared towards a pre, during, and post workout regime. This year, our business added two new products; the FITsip and FITsleeve. These new products will accompany our product from last year, the FITsoleution. To encompass our mission, the FITsip influences the way athletes and active individuals fuel their bodies with nutrients and ready themselves for their workout. During any workout, the FITsoleution utilizes innovative technology to track steps, heart rate, distance traveled, and calories burned. After the workout, the FITsleeve applies heat or cold therapy to any afflicted area in effort to recover quicker and stronger. Each product allows you to set personalized goals that help to motivate the consumer to stay active and healthy. FITspiration strives to inspire our consumers to not only improve their fitness but also better their health for a strong lifestyle.



Company Flow Chart



Department Descriptions

Accounting/Finance

The objective of the Accounting and Finance Department is to provide and cultivate the growth of FITspiration assets while establishing economic principles. Their responsibilities include budget maintenance, regulation of employee payroll, and management of several other financial components. The Accounting and Finance department is also responsible for upkeep of accurate financial records regarding all purchases within the firm. Cooperation within this department is vital to ensure legality of all firm purchases and increase productivity.

Graphics/IT

The Graphics/IT Department addresses the consumer's' wants and needs through the design aspect to attract customers. The IT team interpretes consumer necessities, integrates new technologies into the company, and develops new designs. Social media platforms and the company website are monitored and updated frequently by the Graphics/IT team. The IT Department also designs the company logo and business card.

Human Resources

The main goal of the Human Resources Department is to help other departments sustain company loyalty and maintain healthy relations. Furthermore, this department maintains the payroll and benefits, possesses the ability to hire and/or fire employees, and manages government regulations. The responsibilities of the Human Resources Department enforces and ensures all company policies are followed properly. Employees in HR also conduct workshops for the company to promote communication and collaboration.

Sales/Marketing

The Sales and Marketing Departments develop marketing strategies to captivate customers and generate income. Their responsibilities include conducting research to understand consumer needs, developing the product, and creating effective advertisements. The Sales and Marketing Department also monitors competitors to identify possible threats and opportunities for FITspiration. These departments also dictate the pricing of products and the target market.



Responsibilities and Duties of Employees

Absences

Employees should strive to be present every day. The company allows a maximum of eight absences throughout the course of the year.

Excused absences include client meetings, business conferences, illness, bereavement, or a requested personal day. If absent for more than 20 minutes of a day, the employee will be marked absent. Should an employee be absent, pay will not be received that day.

Lateness

Lates are not permitted. If an employee misses more than 10 minutes a day, a late will result. A cumulative number of 5 or more lates will equvalate to one absence.

Company Ethics

1. Discrimination is unacceptable at FITspiration
2. Preserve confidentiality of all materials
3. Maintain integrity, honesty, and fortitude.
4. Report any unethical behavior in the workplace to senior executives
5. Bribery, theft, and fraud will not be tolerated
6. Sustain accountability and loyalty
7. Employees must conduct themselves in a professional manner
8. Employees are encouraged to familiarize themselves with handbook policies and follow them as closely as possible.
9. Treat colleagues, superiors, and customers with respect



Evaluation

Each department manager is given an opportunity to customize their own evaluation forms for their employees. Using a unique, personalized grading system allows employees to receive task-specific grades. Employees use a self-grading system in addition to the manager evaluation. This allows employees to express any unnoticed work throughout the two week grading system.

Sample Grading Rubric:

	Attitude	Productivity	Effort	Organization	Communication
5	Always shows a positive mindset in workplace	Constant in finishing work on or before the deadline	Always goes above what is asked when assigned tasks	Constantly has all work organized and prepared for each class with the correct material	Always involved in group conversation and leads own discussions
4	Most of the time displays a positive view.	Majority of the time completes tasks on time	Gives the exact effort needed to complete tasks	Mainly has all material needed for class	Most of the time involved with group discussion
3	Often tries to be positive but lacks sometimes	Sometimes successfully completes work on time	Only gives half the effort required	Sometimes prepared but doesn't always have all materials needed	Lacks talking in discussion but sometimes contributes
2	Barely shows any positivity	Rarely finishes work when asked	Minimal effort for tasks are given	Barely is organized and loses material frequently	Hardly becomes involved with discussion
1	Never has a positive attitude	Hardly ever finishes tasks assigned	Does not given any effort	Always loses materials and cannot be relied on to stay organized	Never becomes involved with group conversation.



Company Etiquette

Dress Code

All FITspiration employees are required to wear appropriate clothing during work hours. Certain days and events require formal business attire. Employees will be reminded prior to the date. These events include interviews, meetings, and presentations. Proper apparel for males includes a button down shirt, dress pants, and dress shoes. Females can wear either an appropriate length business dress or a blouse and a fairly length skirt or dress pants for formal business attire.

FITspiration has a zero tolerance policy for inappropriate apparel in the office. Unacceptable attire includes low-cut tops, bottoms above fingertip length, and ragged, transparent, or tight clothing. FITspiration promotes physical activity, therefore fitness and workout clothing may be worn. Any employee that dresses inappropriately will receive a strike.

Food and Drink Policy

Food and drinks are allowed in the workplace unless they become a distraction to employees. If employee productivity starts to decline, the authorization will be revoked. All drinks are permitted in the office, except alcoholic beverages. If any worker is found carrying alcohol, or appears intoxicated, they will be asked to resign. Superiors will negotiate further punishment based on their discretion. Equipment damaged by food or drink must be replaced by the person liable. Regarding a company event, please notify The Human Resources Department of any allergies or restrictions to be considered.



Policies

Disciplinary Action

FITspiration establishes disciplinary action through a three strike system. The first incident results the employee with a warning to address the problem. The employees are given a warning letter, present below, to communicate that the employee needs to fix a problem. The second incident gives an additional warning accompanied by a meeting with the facilitator and department manager to discuss the conflict. A third strike concludes the employee with a termination of the business and will receive a demote level. Any disagreements of consequence should be stated during meetings and dealt with on a fair manner.

Sexual Harassment Policy

At FITspiration, sexual harassment is a serious offense. These infractions include, but are not limited to: the issuing of sexual favors, undesired sexual advances or sexual attention, or any forms of physical or verbal sexual abuse. Unwanted touching, excessive staring, rape, inappropriate comments and jokes, sexual depictions, and anything relating to this nature will not be tolerated.

There are two way to handle sexual harassment incidents. If the victim is comfortable, he/she is encouraged to confront the harasser about their inappropriate behavior. However, if this is not the case, the victim should report the occurrence to a supervisor or the human resources department as soon as possible. Sexual harassment is prohibited at FITspiration. Supervisors will record the incident. The consequences will vary depending on the severity of the harassment and the effect on the victim's productivity in the workplace. Consequences include possible suspension or dismissal from the FITspiration team.



Discrimination Policy

FITspiration is committed to cultivating and preserving culture and diversity. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity, language, nationality, physical and mental ability, political affiliation, race, religion, sexual orientation, economic status, veteran status, and other characteristics that make our workers unique. Therefore, any practices of bias or prejudice toward an employee will not be tolerated.

Discrimination is not acceptable in recruitment or termination, advertisements, promotions or demotions, or compensation. We encourage victims of bias to confront their discriminator. If the injured party feels threatened by their discriminator, the victim should report their incident to their manager. Managers and/or the CEO will assess the episode and assign proper punishment. If incidents continue to progress, the agitator will face suspension or termination from the company.

Conflict Resolution Policy

If an employee has a complaint or concern they should report it to their supervisor. Should the problem involve the supervisor, a meeting between the two should be scheduled and settled. After this meeting, if the conflict is still not resolved, then it should further be taken to the CEO. When reporting a conflict it is mandatory to complete the Employee Conflict Resolution Form found below. The report should include the date the incident occurred, a description of the conflict, and any attempted resolutions taken by either party. Presuming the employee is still unsatisfied with their previous endeavors, The Human Resources Department will take further action to straighten out the complication.

Safety Procedures Policy

The safety of FITspiration employees is one of our key values. FITspiration follows safety laws, codes, rules, and regulations within the work force. Due to the dedication of each employee, we ask that they continue to cooperate in order to reduce dangerous risks that may appear. Exemplifying a safe and efficient workplace is a main objective of FITspiration. Misbehavior is prohibited and never tolerated. Should an employee fail to follow any safety regulations a meeting with their department manager will result. Following a meeting with their department manager, if violation of this policy continues further consequences will be determined.



Internet Usage Policy

Since FITspiration is a tech-based company, we grant all employees with internet access. Employees are provided with computers during work time periods. However, workers are allowed to bring their own devices. FITspiration members are expected to treat company computers properly which includes shutting off computers before leaving the workplace, placing computers in their appropriate place, and charge the laptops. If any equipment provided by FITspiration is damaged, the employee must replace it.

Employee must use their work emails when communicating with other employees, clients and business partners. FITspiration members are expected to use the internet productively and for business purposes only. Employees must use appropriate language in emails, text messages, social media posts etc. Stealing passwords, disclosing any employees or clienteles' personal information, pirating software, downloading illegal material, hacking is all prohibited.



Employee Benefits

Employee of the Month

To qualify as employee of the month, the employee must excel and stand out among others. Each employer is given a fair voting opportunity to choose a name aided with a reason for why they chose that employee. The votes are given to the Human Resources departments and tallied. After the votes are recorded, each employee receives their votes and reasons why other employees voted for them. However, the CEO cannot become employee of the month.

Wages and Compensation

Fair pay is valued at FITspiration. Positions determine the amount each employee receives at the end of a two week period. Employees obtain eight paid sick days throughout the year. If more days are needed, employees can speak to CEO or manager of their department to discuss and negotiate extra needed days.

If employees believe they deserve a promotion or feel they are paid unfairly, employees should seek a meeting with their manager and CEO. Any changes to pay needs to be recorded down and given to accounting to record and change pay. All overtime pay will be determined by the amount of time and effort needed to use outside time from the business,

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Purchase Forms

Used by sales to record new purchases made. Given to Human Resources after purchase is made and should be recorded on Excel sheet online.

Company purchased from: _____

Date of purchase: _____

Item(s) purchased: _____

Amount of purchase: \$ _____

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Demotion Form

Employee Name: _____

Date: _____

Dear _____,

We regret to inform you that you have been demoted based on poor job performance, disciplinary action, and/or unacceptable personal conduct.

Sincerely,

Human Resources

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Transfer Form

Employee name: _____

Date: _____

Dear _____,

After considering your progress throughout FITspiration, our team suggests a transfer of departments. We believe your best fit is for the _____ department. Unfortunately we now realize that you will have more success and recognition in this new department.

We apologize for any inconvenience and highly encourage you to schedule a meeting with your current manager and/or CEO. If you have any questions or concerns, please contact Human Resources via email.

Sincerely,

Human Resources

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Employee Conflict Resolution Form

Employee Name: _____

Position: _____

Date of Occurrence: _____

Supervisor: _____

Conflict:

What actions were taken in order to resolve this issue?

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Warning Letter

Employee Name: _____

Position: _____

Date: _____

Dear Ms. /Mr. _____

We would like to bring it to your attention that management has received multiple complaints about your conduct within the FITspiration company. Your reported actions are against company policy and will not be tolerated.

Our company has considered your actions to be inappropriate. To our knowledge you (*insert offense with time and date of incident*). We hereby warn you that strict measures will be taken if your misconduct proceeds. FITspiration hopes that you will work in coordination with your staff to improve your behavior.

We hope that this letter acts as a warning to avoid future complications. If you have any questions or concerns about the complaint, please feel free to contact any person in management to report your grievances.

Sincerely,

Human Resources



Signing this page indicates that as a FITspiration employee, you agree to follow all policies, procedures, ethics, and responsibilities stated in the handbook.

_____	CEO	_____
_____	CMO	_____
_____	Marketing Analyst	_____

COO

Human Resources Analyst

Human Resources Analyst

Human Resources Analyst

CFO

Financial Analyst



Information Technology Analyst

Information Technology Analyst

Information Technology Analyst

Information Technology Analyst

CSO

Sales Analyst

Sales Analyst

Sales Analyst

Sales Analyst
