

EMPLOYEE MANUAL 16-17



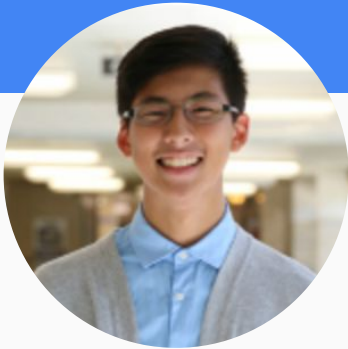
REIMAGIN3D

Human Resources Department



Meet the Team

The Human Resources Department takes pride in assisting all our employees in growing within the workplace. In doing so, the department identifies and resolves any conflicts, both individual issues and between employees. In order to ensure employees are growing professionally and personally, we aim to familiarize ourselves with how each employee works, understanding their strengths and focusing on their weaknesses. Our main priority, in the long run, is to provide all employees the opportunity to succeed at ReImagin3D and in their future careers.



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Human Resources Personnel



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Human Resources Director



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Welcome to Relmagin3D

Relmagin3D was founded in 2014 at Francis Lewis High School in hopes of reaching out to all creative individuals seeking to express their opinions and ideas through products they cannot find in stores. We are the only VEI 3D-printing company, taking a concept and putting it into creation. With our 3D printers, we have the advantage of printing tangible everyday products for our customers. At Relmagin3D, we have established a well-rounded healthy environment where employees can comfortably learn and grow. Our organization works very diligently in providing employees all the resources to be successful. Our employees' success leads to our success at Relmagin3D.

Mission Statement:

At Relmagin3D, our mission is to accelerate the future and instigate creativity in the next generation by inspiring and empowering people to be innovative. Relmagin3D, cultivating imagination.

Vision Statement:

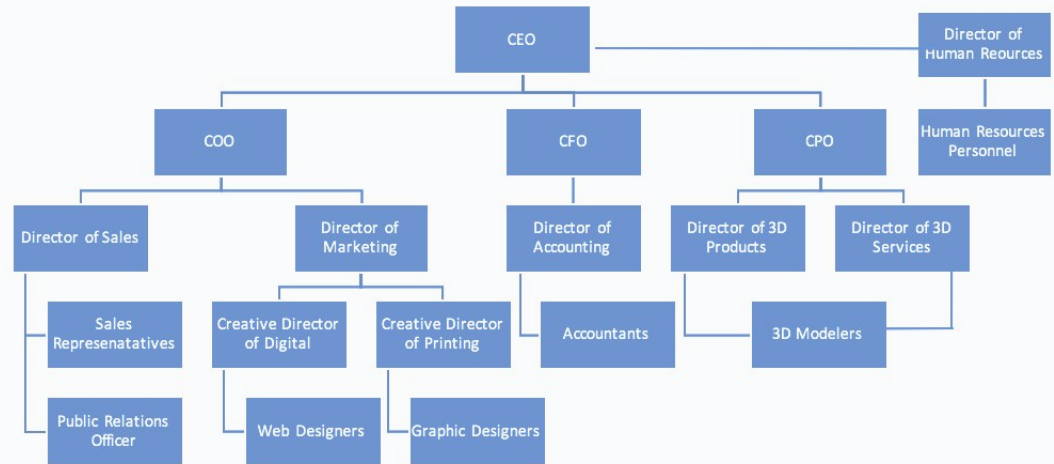
With ambition and innovation, Relmagin3D intends to converge the virtual and physical world by opening the promise of 3D printing to all and leading the third industrial revolution.

Organization

The company is structured so that workload is evenly distributed and departments have the opportunity to collaborate with others.

Steps necessary to complete a task are passed from the upper management to middle management and finally to the employees.

This workflow allows the organization to coordinate clearly defined tasks between systems, ultimately improving efficiency and profitability.



Purpose of Employee Manual

The employee manual serves to educate employees on the rules and procedures implemented at Relmagin3D.

Within this manual, you will find a summary of our work-environment and contributions expected from an employee.

All employees have access to the PDF version of the manual on the Human Resources website under the tab “Employee Manual”.

Corporate Policies & Procedures

1.1 Agenda

Setting the company's hierarchy of most important work is the key aspect of our weekly agenda policy. Every Monday, upper and middle management are required to create a weekly agenda for their respective departments. Weekly agendas determine the tasks and objectives needed to be completed by the end of the week. These agendas are not only for HR to ensure everyone is on task, but so that the departments within the company can keep track of their deadlines.

1.2 Conduct

Relmagin3D expects all employees to treat each other with respect. Employees are encouraged to work cooperatively and professionally with others. We continue to provide a workplace where employees have the opportunity to grow interest in 3D technology and advocate to strengthen the guidance and support employees can provide for each other. Disturbing employees, harassing others, or any other inappropriate behavior will not be tolerated and will require disciplinary actions.

1.3

Meetings

Every week, the upper management holds a meeting on Monday and Friday to discuss the overall mission, progress, successes, and failures encountered throughout the week. The meetings include the Chief Officers, Human Resources Director, and when necessary, the middle management team. Meetings are a great opportunity for the management team to communicate with each other any relevant information. Other departments can also contribute feedback and ideas to stimulate the work flow.

1.4

Payroll

Employees are paid biweekly of every month based on their position and skill within the company. Their salaries are determined by real-world paychecks. Employees have the opportunity to earn more through various work opportunities including overtime.

1.5 Inventory

The Human Resources Department ensures that employees have the necessary resources needed to work. In order to do so, we supply:

- Laptops and Chargers (5)
- iPad & iPad Chargers (4)
- 3D Printers (3)
- 3D Pens (2)

The Log Sheet, monitored by Human Resources, manages the usage and security of our equipment. Employees have the advantage of taking the equipment overnight to work at home on assignments not completed during office hours. This is an opportunity to complete your work, however if it results in abuse of this privilege, this opportunity can be taken away.

The Log Sheet requires

- Employee's name
- Number of laptop and charger being used
- Date and time it was used and returned
- A Section for signing out the equipment overnight
- Employee Signature

All equipment is labeled to ensure easy identification.

Grading Policy

Employee actions and behaviors will play an essential role in the company's image. All employees, including upper and middle management, are required to meet the same expectations.

The Human Resources Department will take into consideration each category when grading:

Grading Policy:

- | | |
|-----------------------|-----|
| ➤ Attendance | 15% |
| ➤ Dress for Success | 10% |
| ➤ Assignments | 25% |
| ➤ Weekly Transactions | 10% |
| ➤ Work Ethic/Behavior | 40% |

2.1

Attendance

Attendance plays a vital part towards the overall success of the company. Employees are expected to arrive at a timely manner and be prepared to work at all times. There will be no tolerance for unexcused absences or latenesses. Any absences and latenesses must be backed up with a note.

In the event there is a pattern of this behavior, it will result in deductions towards your grade and disciplinary action will be taken to resolve that conflict. Employees are expected to complete their tasks at home if not present in the office. This ensures that there is no disruption in the work flow or weekly task and deadlines. .

- Two latenesses equates to one unexcused absence
- Three unexcused absences results in a deduction of one point

2.2


Dress for Success

Every **Tuesday**, our employees are required to “Dress for Success,” unless notified on any changes specific to that week. Employees will wear business casual attire in order to promote an authentic professional environment. This policy will help our employees not only look professional, but feel confident in any setting and gain respect among their peers. If our employees look the part, they’ll ask the part.

BUSINESS CASUAL


Business Casual is what many people would typically wear to work at the office.

Wear a pair of nice khakis paired with a polo shirt or other collared shirt. Dress shoes or loafers are appropriate.



Tip: Avoid the wrinkles; iron your shirt and pants! Patterned collared shirts are a nice option for a less dressy feel than their solid counterparts.

Dress pants or khakis with a fashionable top is appropriate. A casual skirt is also an option. Feel free to dress up your outfit with heels, jewelry and/or accessories if desired.



Tip: Wear your hair in your everyday style, and avoid overdoing it with makeup or perfume.

- A point is deducted from their grade when an employee fails to dress for success three times.
- Employees receive half credit if wearing unacceptable pieces. A warning will be issued.

2.3

Assignments

Employees are required to complete all assignments given by our coordinator, Mr. Power, as well as office tasks prepared by the Human Resources Department.

Late Policy:

- Full credit: Assignments are handed/submitted on time
- Half credit: Assignments are handed/submitted in late
- No credit: Assignments are not submitted at all

Human Resources assignments include evaluation forms, weekly agendas, purchases, etc.

Homework ranges from economic assignments to business related work. It will be graded based on the quality and punctuality. These assignments help our employees review the materials and apply what they've learned in class. Further research allows employees to expand their knowledge and polish their skills.

2.4

Weekly Transactions

Every Friday, it is mandatory for employees to make a purchase through the VE portal. In addition, employees are required to pay for housing every 30 days.



Firm Directory



Your personal bank
account

This creates a genuine experience of real-life situations dealing with financial responsibility. These transactions may be a variety of items, but it is required employees purchase necessities, such as food and clothing.

Once a transaction is completed, employees are to forward the receipt of the transaction to the HR email for confirmation.

Rights & Policies

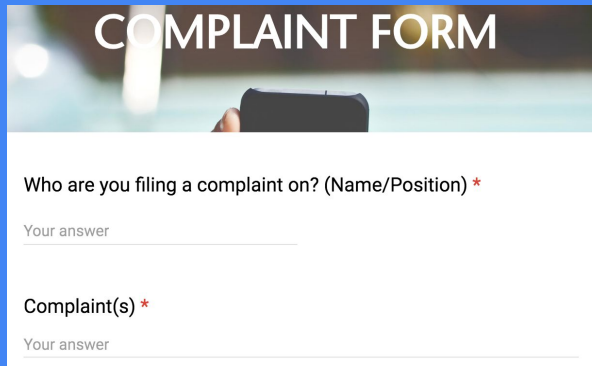
ReImagin3D encourages a diverse workplace where all our employees have equal opportunities and rights.

Our company is comprised of various people from different cultures and backgrounds. Therefore, we do not discriminate against different ages, races, genders, disabilities, religions, sexual orientation, or opinions. Instead, we aim to enhance company performance through understanding our differences.

3.1

Complaints

Relmagin3D emphasizes the crucial role of communication in the company. As a result, employees are expected to approach a conflict in a professional manner.



COMPLAINT FORM

Who are you filing a complaint on? (Name/Position) *

Your answer _____

Complaint(s) *

Your answer _____

Employee

Employees should resolve the conflict between those directly involved

Middle/Upper Management

Employees should then speak with their managers if conflict cannot be resolved

Human Resources Department

Employees will be able to fill a complaint form on the HR website. The form allows employees to speak out about the conflict with their peers, while having the choice to stay anonymous. HR will take appropriate actions depending on the situation including “fact finding” and “investigation”.

3.2

Private Information

Relmagin3D guarantees the confidentiality of all non-public information. Any information will not be used for our own personal advantage or for non-business related use.

All private information given such as the Employee Form and Complaint Form will only be accessed and obtained by the Human Resources Department to ensure privacy.

Employees:

- Do not share private company information with others.
- Do not discuss private information about other employees to others or in public places.

3.3

Anti-Sexual Harassment Policy

Every employee is entitled to an environment free from sexual harassment.

Relmagin3D prohibits harassment of any kind, including sexual harassment, and will take immediate action to any violations of this policy.

Sexual harassment is a very serious offense and will result in consequences such as demotion, suspension from the office, or termination.



Employees are informed about this policy through a presentation the Human Resources created and are required to initial a contract stating they are aware of the consequences.

Employee Performance

4.1 Evaluation Form

Employees are required to complete an evaluation form on the Human Resources website by the 1st and 15th of every month.

The purpose of the form is so employees have the opportunity to pinpoint the strengths and weaknesses of their coworker. Employees give their opinions on the behavior, productivity and skill level of other employees within their department.

Evaluation forms are done in a top down bottom up manner to ensure that each position can be assessed by different positions, allowing for a broader range of opinions.

| | Poor | Needs Improvement | Good | Very Good | Excellent |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Punctuality * Attendance/Appearance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Demonstrates promptness by consistently arriving on time. Takes breaks/goes to the bathroom when given permission and leaves adequate notice for scheduled absences. | | | | | |

4.2

Disciplinary Policy

Every employee should feel safe and comfortable in the working environment.

With this policy, it helps the Human Resources Department achieve and maintain conduct. The following conduct is intolerable and will lead to disciplinary actions.

This includes but is not limited to:

- Producing or taking part of any sort of discrimination of gender, race, religion, sexual orientation.
- Inappropriate language.
- Disturbing others
- Sexually harassing others
- Damage or removal of any property of Relmagin3D.
- Stolen products of Relmagin3D.

4.3

Disciplinary Procedures

In situations where an employee fails to meet expectations, the Human Resources Department has a process of issuing Employee Improvement Plans (EIP).

The EIP informs employees of their strengths they can enhance and also weaknesses that need more attention. The most important is the improvement plan. The plan consists of the direction the employee can take to achieve progress. After issuing the EIP, HR will meet weekly with the employee to check on their professional growth.

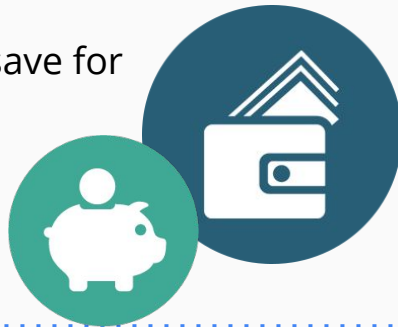
If the employee shows no improvement, the department, including the Chief Officer and Human Resources Department, will speak about pay/grade deductions or demotions. This is ONLY after a month of no improvement in their weaknesses.

Employee Benefits

5.1 401 K Plan

Employees have the option to take out up to 5% of their paycheck before tax and put it towards their retirement plan. The company will match the employee investment.

This allows employees to save for retirement while also relieving the tax burden on those savings.



5.2 Employee Motivation

Every employee is expected to continually develop their skill. To assure that their hard work does not go unrecognized or unappreciated, the Human Resources has implemented the reward of “Employee of the Month”. Along with this title, notable work performances will also be rewarded. Rewards can include pay raises, extra sick days, voucher for company products, or certificate of achievement.

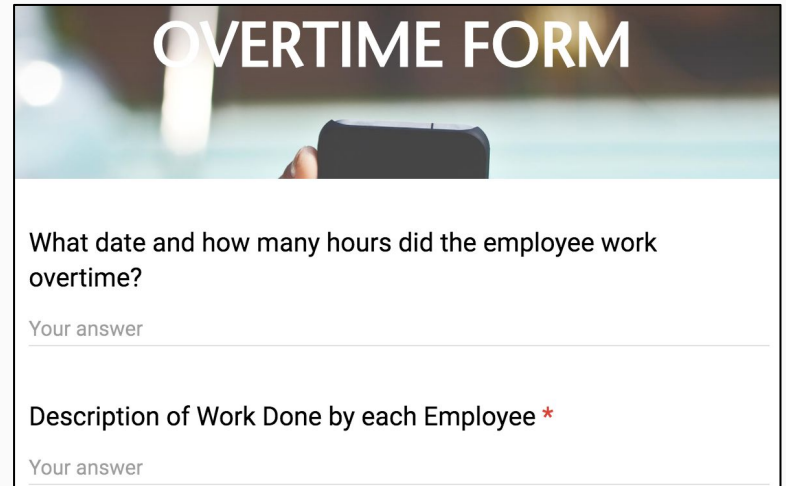
5.3

Overtime

Employees have the opportunity to earn overtime pay for the extra hours used to complete assignments outside of office hours.

For every three hours of work done, employees will receive one hour's worth of pay towards their paycheck. Fundraisers and ReImagin3D- hosted events that ask for employee participation will contribute to overtime pay. This encourages all employees to be involved in company events.

Upper management holds the responsibility of collecting all overtime hours from middle management or employees and filing them to Human Resources. The Overtime Form, available on the HR website, asks for the date, number of hours worked and the assignments completed in that time.

A screenshot of a web form titled "OVERTIME FORM". The form has a white background and a dark header with the title in white. Below the title, there are two text input fields. The first field is labeled "What date and how many hours did the employee work overtime?" and has a placeholder "Your answer". The second field is labeled "Description of Work Done by each Employee *" and also has a placeholder "Your answer".

OVERTIME FORM

What date and how many hours did the employee work overtime?

Your answer

Description of Work Done by each Employee *

Your answer

5.4

Professional Development

The Human Resources Department strives to find opportunities for employees to develop and enhance their skills. ReImagin3D offers a variety of new workshops and career-building experiences made available to all employees.

We helped to host the Business Seminar where business professionals are brought in to share their experience and knowledge in the business industry. In addition, we provide employees the chance to receive college credit through the class.

Occasionally, mentors from the business industry visit the office to work with the employees. Articles, videos, scholarships and internships are communicated to all employees when such opportunities are available.

All employees have access to the Human Resources Website, hrreimagin3d.weebly.com. On the website, you can find:

- **Updates and Reminders**
 - Due dates for assignments and upcoming events
- **Employee Resources: Grading Policy**
 - Employee Form
 - Complaint Form
 - Weekly Agenda
 - Overtime
- **Powerpoints:** Employees have access to all presentations at Relmagin3D.
- **Employee Manual**
- **About Us**
 - Relmagin3D
 - Responsibility of HR
- **Contact**
 - Relmagin3D Social Media Platforms
 - Human Resources Information

All employees should email the Human Resources transactions, questions, or any relevant information directed to the HR department at 3dhrpersonnel@gmail.com

Acknowledgement of Receipt

I, _____, have read and understood all the rules and regulations expected from me as an employee of Relmagin3D.

I understand and agree that the Employee Manual is intended to represent the management of the company and was made for my professional development within the company.

I have received the employee manual and understand that it is my responsibility to comply with the policies contained in this handbook.

Employee's Signature

Date