

STAY IN MOTION

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Preparing For Tradeshows and Competitions

The pressure is on to look our best and perform our best in the upcoming trade shows. The marketing and sales teams are working hard to get all of our products ready to sell and make them appealing for consumers.

The Human Resource team is hustling away, making sure that the Body Kinetics team is prepared, looking sharp and squared away. Company ties and hair bands have been ordered. Last minute touches to our Company Employee Manual, Catalog, Business Cards, Company Badges, and of course our Company Business Plan are in progress.

The Polished Look

As a company we strive to look our best and radiate the good feelings to others. With our fresh new shirts designed by the marketing team, we are ready to show off our company. Here are some tips to keep this company looking sharp:

Hair: Keep your hair neat and clean. Guys, you should have clean hair cuts or for those of you with a man bun, keep it neat and tucked back. Ladies should keep their hair out of their faces and maybe in a ponytail or with a barrette.

Clothes: As for our dress, our white shirts should be worn with khaki slacks to keep the team looking uniform. The t-shirts should be kept clean. As for the slacks, keep them pressed and stain-free. White or Black shoes should be worn with the uniform.

Makeup: Ladies, please keep the makeup light and professional. Dark eye makeup can yield many touch-ups and not-so-pretty meltdowns, and it can be distracting in a business settings. Lip color isn't necessary, but a sheer finish can enhance your overall appearance.

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Mission Statement

Our mission is to promote a healthy living style while creating a greener lifestyle for our consumers. Our products are financially beneficial, as the energy created and stored through our products is free, and thus decreases the annual energy costs of the consumer. This serves as the backbone of the company.

Commercial Launching

In an effort to bring Body Kinetics to a wider demographic and introduce exercise as a healthy and beneficial way to spend time to younger people, the technology department filmed and produced a television commercial to be broadcasted for the school's Morning Show.

The commercial is expected to air in January 2018. With an expected 600 viewers, the production team predicts around 70-100 orders after the airing of the commercial.

Finance Report

Sales will finish out at around \$465,000 this year, just in time for company bonus checks to be distributed for the holiday season. Kudos to the Marketing, Technology, Finance and Human Resource Departments for your outstanding hard work and decision to Body Kinetics. Without your commitment to this company, our sales would not be soaring.

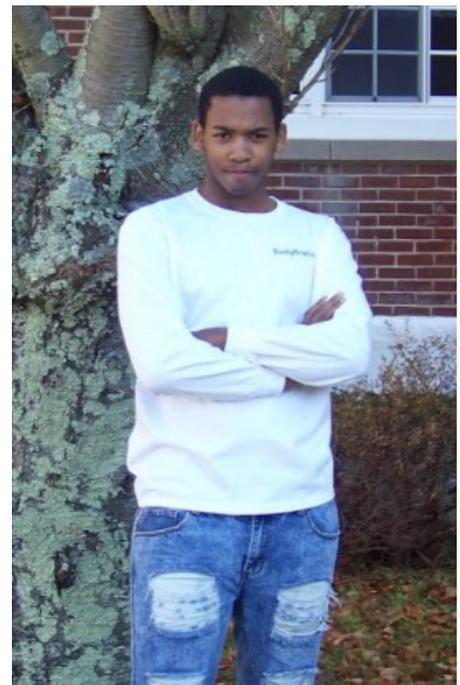
According to the sales reports, our best selling products are the K-Charge6000 and the K-Pocket. Both products offer advanced technology allowing the user to charge their electronic devices while using our products.

Human Resource Update

As the beginning of the year commences, Human Resources has been busy preparing the office and organizing personnel files for the new year. By updating the employee manual, there are new clauses and protocols added for both the safety and security of the employees and the company. Please be sure to pick up your updated Employee Manual.



All Departments working hard for upcoming tradeshow & competitions



Congratulations H'Nadahri Joyner
November's Employee of the Month

Professional Development

Body Kinetics is committed to the support of staff development for all staff. The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential at work. Training and development includes any activity, which contribute to the enhancement of their knowledge, skills, competence, and working practices. There will be equality of access to staff training and development opportunities for all staff. No member of staff will be treated less favorable than another. Involvement in staff training and development will be determined only by personal merit, performance and by the application of appropriate criteria.

Here at Body Kinetics, we want our employees to be as educated about the business as possible. All newly hired employees are required to view Virtual Enterprise International videos to learn about their specific job as well as the procedures of their department. Each employee is responsible for reading and understanding the various work tasks associated with their job. These tasks can be found at the Virtual Enterprise International web site portal (www.veinternational.org). New employees shall also shadow the chief officers as they perform their daily work tasks.

Lastly, we are offering two courses in February of 2018 to all staff members. The first course will be on Conflict Resolution, a course that should be enlightening to all employees as we all have different personalities, goals and opinions. We will learn how to handle conflict efficiently in the work place environment.

The second course is on Diversity and Inclusion. Discussions of how to value each other's opinions, treat each other and our customers with dignity, and recognize cultural diversity will be held

More information will be provided in the very near future. Be sure to sign up as enrollment will fill up quickly. To encourage all employees to participate in Professional Development, the workshops will run during the course of the work day. You will be paid for the day and we will provided you with lunch.

New in the Office

We are introducing two new products to the public on January 1st, 2018. The first is our K-Water Bottle. This water bottle doesn't just keep your water cold, but it tracks the amount of water that you drink throughout the day. Along with this water bottle will be an app that will keep track of how much water you have drank throughout your week. It will sell for \$55.00.

Our second new product is the K-Sneaker. This innovative sneaker has the capability to track your running distances using your kinetic energy while feeling the usual comfort of a running sneaker. It also has Wi-Fi connect capability to charge your devices while walking or running and sells for \$250.00.



K-Water Bottle



K-Sneaker

Bundles—A Way of Life

This year we have renovated Body Kinetics, making more packages available. From solo bundles to family packages, there are a wide variety of products for everyone to purchase. The newest of our bundles is the Ultimate Bundle and sells for \$10,000.00. Included in this bundle are:

- ◇ 4 K2-Bands
- ◇ 2 K-Boards
- ◇ 1 K-Mill
- ◇ 4 K Spinners
- ◇ 2 K-Charge6000
- ◇ 2 K-charge16000
- ◇ 1 Year Gym Membership

As a Body Kinetic employee, you may use all gym facilities at a cost of \$1.00 per day. Get Moving Body Kinetics employees!

Gym Memberships

Our energy efficiently run gym has some added perks. As a Body Kinetics member, there is access to all of the equipment, a personal trainer, a spa, sauna, fresh fruit and a smoothie bar., as well as a tanning salon. The fully equipped gym is child friendly and a welcoming atmosphere with no intimidation by other patrons.

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