

# ECOFLASK

EMPLOYEE HANDBOOK  
2020-21



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Hello, my name is Odalis De La Cruz and I'm the Vice President of Human Resource. I am excited to welcome you to Ecoflask. This year we are in a virtual environment. And throughout your journey at Ecoflask you will get to meet new people, have guidance along the way, and learn to overcome your challenges. As Vice President of the Human Resource Department, it is my job to ensure that you get all the help you need and getting your questions answer. It is my priority that you feel safe working at Ecoflask and make the working environment better from your feedback. The handbook will explore the expectations that an employee at Ecoflask has to meet and the benefits that an employee will receive. This is not the final handbook, as updates will continue in the future as the department of Human Resource will consider the employees suggestions and thoughts on making the working conditions better. Once again, welcome to Ecoflask and if there are more questions about this handbook, please contact the Human Resource Department at [EcoflaskHR@gmail.com](mailto:EcoflaskHR@gmail.com).



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## Section 1 - About The Organization

### 1.1 Company Description

Ecoflask is an environmentally friendly company that sells water flasks for a healthier way to drink. Ecoflask is the parent company and manufacturer of Blastflask and Puraflask. Blastflask is a flavor-infused healthy alternative to sodas and juices, while Puraflask is a filtered option that reduces contamination and impurities found in any water source. With the events happening around the world, PuraFlask is helping our customers have clean water which is safe to drink. Our BlastFlask allows individuals to have their favorite energy drinks without having to go out and risk their own safety.

### 1.2 Company History

Our Chief Operations Officer, Naomi Flores, was inspired to create Ecoflask after learning about water contamination in New Jersey. With the help of Michael Lopez, the Chief Executive Officer, Naomi established Ecoflask in September 2019. The company is based in Santa Ana, California.

### 1.3 Company Mission Statement

Ecoflask's mission is to give our customers the best hydration experience possible. Our goal is to promote hydration in an innovative, safe, and healthy way. Especially because of how the pandemic has changed the world, our company is continuing to exceed our hard work ethics during the quarantine. Our PuraFlask is helping keep your water clean and safe to drink, our BlastFlask allows you to have your favorite energy drinks without having to go out and risk your safety.

### 1.4 Management Philosophy

Ecoflask's management philosophy is team-based cooperative work where all team members contribute to the overall success of the company.

### 1.5 Company Expectations

Ecoflask expects all employees to be hardworking and respect each other. Our employees are expected to be on task and attentive. Everyone should put in their best effort and always strive to improve in every way possible.





## 1.6 Human Resource Mission

Human Resource Department's mission is to assist our employees and make the working condition better. We work with their problems and ensure that they are working in a safe environment. Our employees are our main priority and it is essential to be ready to help.

## Section 2 - The Employment Policy

### 2.1 Nature of Employment

The nature of employment of Ecoflask is employees are required to complete all their tasks assigned by their leader on time. It's expected that an excellent amount of effort should be put into their everyday tasks and no complaints.

### 2.2 Relations in the workplace

Anybody is allowed to have a relationship with other employees, however, there are rules to be followed. The relationship should not be getting distracted together during in-office hours. No intimate moments during the job. The couple should not give special treatment to each other if it involves the company. If there's a breakup between the couple then it should not affect their job. Any other problems caused by the relationship or complaints from other employees will have a meeting with Human Resource to talk about how the issue should be solved if the couple will want to remain in the company.

### 2.3 Selection Procedures

All prospective employees are required to submit their resume, cover letter, and application form. If satisfied with the documentation the individual will continue to the next step of having a background check. After this, Human Resource will contact the individual to set up an interview. The interview will be given by the company panel. Following the interview, the applicant will receive a call to be offered the position or rejection.

### 2.4 Probationary Period

A probationary period will happen if the employee violates any serious rule and will be under supervision at all times. This period can last from three months to make ensure that the employee is ready to move forward.





## 2.5 Outside Employment

As an employee, you are expected not to share any information to other people. What stays in Ecoflask will stay in Ecoflask. No contact with Ecoflask competitors. If an employee has another job somewhere else then it must not come to conflict with the employee expectations and work with Ecoflask.

## Section 3 - Status and Records

### 3.1 Access to Status and Records

The Status and Records include information such as an employee's job application, education and experience certificates, documentation of performance review, resume, and training certificate. These files are property of the company and confidential. An employee who wishes to have access to their records should email the Human Resource Department through email. Any former employee of Ecoflask requesting access to their status and records must email Human Department Resource. It will take at least two weeks before the individual can view the information.

### 3.2 Personal Data Changes

Employee data should be accurate at all times if any data changes then the employee must email Human Resources so they can update it to the employee files.

## Section 4 - Employee Benefits

### 4.1 Holidays

Full-time employees at Ecoflask will be able to have the days off New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the day after, any other federal holiday, leave holiday, and Christmas Day. All other holidays are not recognized by the company.

### 4.2 Education

Any employee is encouraged to further their own education, however, it is expected not to come in conflict with the company workday. It is recommended that employees have night school or online.





### 4.3 Vacation Leave

Throughout the year an employee has 15 days of paid vacation. An employee is expected to notify their Human Resource Department via email two months before their vacation. Failed to notify the Human Resource Department on time, will result in unpaid vacation.

### 4.4 Maternity Leave

Any female having a newborn child will have 12 weeks of paid leave. Employee are expected to contact the Human Resource Department via email a day after the child is born

### 4.5 Paternity Leave

Any male workers in Ecoflask are allowed 2 weeks of unpaid paternity leave. Employees are expected to contact the Human Resource Department via email a day after the child is born.

### 4.6 Family Leave

Ecoflask employees are allowed six weeks of paid leave to take care of ill family members. Employees are expected to contact Human Resource Department via email and share a doctor note of an ill family member.

## Section 5 - Salary and Wages

### 5.1 Salary

The salary of Ecoflask is determined by working eight hours each day for five days each week leading up to forty hours each week.

### 5.2 Payroll

In order for an employee to receive their payroll, they will first complete the W-2 form. The payroll will be received by the individual every two weeks through a check. If no payroll comes to the employee then email the Accounting Department to fix the issue.

### 5.3 Changing Pay Details

Email the accounting department if an employee wishes to discuss any details concerning employee deposit options, payroll deductions, and IRA deductions.

### 5.4 Performance Review

There will be a quarterly meeting for an employee's performance review. The employees are going to have a meeting with Human Resources to discuss their performance and going over







their scores. The criteria that the employee would be reviewed will be the following:

- Productivity - Are the employees working at a reasonable pace and able to complete their tasks on time?
- Attendance - Are the employees are on time every day and are not absent?
- Work Ethic - Are the employees focus on their work, required tasks, and expectations?
- Teamwork/Attitude - Are the employees a team player, work well with their department, have a positive attitude, and mindset.
- Reliable - Are the employee's someone you can rely on and trust?

## 5.5 Raises

Raises will be determined by the employee's work ethic and dedication to the company from the performance review. If an employee meets expectations on their evaluation form then the employee will get a three percent pay increase in monthly salary. If an employee exceeds expectations then they will get a five percent pay increase in monthly salary.

## Section 6 - Office Policies (Virtual)

### 6.1 Dress Code

An employee at Ecoflask will be required to dress in an appropriate and modest way. The employee must look decent from the waist and up.

Women Dress Code:

- Offense, violent, inappropriate, profanity or revealing clothes are not allowed
- No tube tops or spaghetti straps
- No t-shirt
- Must wear a blouse
- Bright neon clothing color is not allowed
- Hair must be neatly groomed
- Simple jewelry
- Simple makeup look
- No exposed shoulder

Men Dress Code:

- A collared shirt
- No t-shirt





- Offense, violent, inappropriate, profanity or revealing clothes are not allowed
- No neon color clothing
- Groom hair nicely

## 6.2 Phones

There are no personal phones allowed during office hours, except if it involves job-specific tasks. An employee is allowed to have a personal conversation on their phone for emergency reasons. Failure to meet these requirements will have a meeting with the Human Resource Department on how to solve this problem and move forward.

## 6.3 Break

There is a one hour break for lunch. During the day an employee has an extra 30-minute break throughout the day.

## 6.4 Work Space Expectations

An employee must have a clean and organized workplace at home. Must have camera on, with the expectation of tech difficulties or when doing independent work. If tech difficulties occur contact advisor. Additionally, an employee must have an appropriate zoom background.

## 6.5 Attendance

It is expected of the employees to be on time every day and ready to work. If an employee has any days they can't make it work then they have to give notice to Human Resource or the head of their department a month before for it to be excused. If an employee misses the deadline of the notice for any reason except an emergency then it will be marked unexcused. If an employee has any sort of continuous absence then Human Resource will set up a meeting with the employee to discuss the problem and how it can be fixed. If attendance continues to be a problem then the employee will be released from the job unless there's a valid reason an employee has to defend themselves. This reason should be written in a letter and turn in to the Human Resources Department via email no later than a week from their released date.

## 6.6 Sick Days

An employee has only 10 sick days throughout the year. They have at least three days to go back to work if the employee is sick. An employee must call or email Human Resource





Department the days they will be absent. When the employee comes back to work then the employee will need to have a doctor's note. If there's a problem with an excessive amount of sick days, then there will be a meeting with the VP and Human Resource to further discuss the problem and find a solution to fix it.

### **6.7 Respect of Other Workspace**

An Employee at Ecoflask should respect the environment of their peers. Any complaints from other employees, the individual is going to have a meeting with the Human Resource Department addressing the issue.

### **6.8 Music Policy**

An employee time during office hours is not permitted to have personal music.

### **6.9 Work Areas**

Employees will work in a safe virtual environment, it is advised to have the employees to maintain their desktop and workplace clean.

### **6.10 Internet Usage**

Once we worked in-person the internet will be provided by Ecoflask for business use only. The only time the internet may be used for personal usage will be during the employee break. Leaders have the right to access the network system to check if internet usage is excessive or inappropriate. If an employee is found using inappropriate sites or personal usage during work hours, the individual will have a meeting with the Human Resource department. If there's a serious case or offense of intent usage there will be an investigation and possible dismissal from the company.

### **6.11 Employee of the Month**

Each month an employee at Ecoflask will be recognized for their hard work and determination they have put on working at the office. Any employee can be selected and this also includes Vice President and Chief Officer.

### **6.12 Expectations for Employee of the Month**

- Comes to class on time every day ready to work
- Stay on Task
- Follows Company Rules





- Have a good attitude
- Respectful to anyone
- No profanity or abusive Language
- Does not argue with others
- Goes beyond their role to help others
- Finishes Tasks on time
- Understanding
- Play your role
- Mindful for events
- Shows Commitment

## **Section 7 - Safety and Health (\*In-person )**

### **7.1 Reporting Work-Related Injury**

While reporting an injury it must be reported even if it's a small injury. The company must take precautions of the situation, and tell the Department Management immediately.

### **7.2 Emergency Calls**

The only use of a personal phone will be only to contact 911 for an emergency. An employee from the Human Resources Department will contact the person's family if the person went through any incident.

### **7.3 Emergency Evacuations Plans**

In case of emergency, we have to take the kits from the back of the office and when that happens an associate from HR will be in charge of the whole company to evacuate the building, if any of the associates from HR isn't here, then one of the associates from the department can be in charge to take them out. If there's an injury then we have a first aid kit in the emergency kit but if this was a major injury then we contact the ambulance and wait for them to come.

### **7.4 Drug**

Ecoflask does not accept the usage of legal or illegal drugs during work office or company ground. If an employee is found with drugs, then the employee will be terminated. Illegal drugs used, the Human Resource Department will contact the police. The only exception will be





drugs for medical reasons. If an employee is prescribed to use drugs during working hours, then the employee will need to set up a meeting with the Human Resource Department. During the meeting, the employee will need to bring the medicine and a doctor's note on the prescribed drug.

### **7.5 Firearms and Weapons**

Firearms and Weapons are not allowed on company grounds. If an employee is found with this equipment will be terminated from the company.

### **7.6 Safety**

Ecoflask will provide a safe environment for our safety and health of our employees. We will provide employees and visitors with proper facilities. We demand a positive attitude and performance with respect to protecting health, safety, and the environment by all employees.

### **7.7 Tobacco Use**

Eco Flask prohibits the use of tobacco during work hours and on company grounds. If found then it might lead to consequences or departure from the company.

## **Section 8 - Business Environment**

### **8.1 Discrimination**

Ecoflask is involved in ensuring our company has zero-tolerance for discrimination and that our employees feel conformable and safe in their workplace. Is committed to ensuring our company is free of discrimination and all employees feel safe. There will be no excuse for discrimination by any person including leader, co-work, customer, client, and vendor.

### **8.2 Professionalism**

The image and the way an employee present them self is important to impress our customers. Employees are expected to act polite, dress modestly, groom, and act socially acceptable.

### **8.3 Employee Attitude and Conduct**

The impression an employee makes on our customers is very important to Ecoflask. We ask our employees to conduct themselves in the best way possible at all times so that our image and reputation of our company isn't negatively affected. We encourage the employees if they have some disagreement or problems to talk to Human Resources Privately. We need to respect one





another and behave appropriately in a professional environment. Any incidents of unprofessional conduct will be reported to Human Resource and the violation might result in disciplinary action.

### **8.4 Sexual Harassment**

Ecoflask does not tolerate sexual harassment whether it's verbal use, physical or mental use to approach someone like that. When an employee says something that would make she/he uncomfortable then they will need to ask their VP or Chief Officer to help them out and control that person that harassing that person. If there is enough evidence to prove that there was harassment then action will be taken appropriately and safely.

### **8.5 Harassment - Non-Sexual**

Ecoflask does not tolerate any kind of harassment including verbal, physical, cyberbully, and supervisory. If an employee hears or sees these types of harassment should email the Vice President of Human Resource. The Vice President of Human Resource will have a meeting with the attacker to address the issue and it may lead to termination or probation from work.

### **8.6 Procedure: For a complaint**

If an employee believes that they have been, discriminated against for any reason, sexually harassed or bullied, an employee should follow this procedure.

- If an employee is comfortable talking with their offender then the employee should confront them and inform them that their action was not professional and against Eco Flask policy and should stop. Also, the employee should keep a written record of the incident.
- If the behavior continues, the employee should contact via email or talk in-person to their leader for support.
- If the incident makes the employee feel unsafe then the complainant should email the Human Resource Department to set up a meeting, if it's an emergency then the employee should come to the office of the Human Resource Department.

### **8.7 Procedure: To receive a complaint**

When Human Resources receives a complaint or becomes aware of an incident that is occurring in EcoFlask, they will act accordingly:





- Hear out the complaint and it should be confidential. Allow the person to have the choice of bringing another person to the meeting.
- Ask the complainant for the whole story such as a step by step storyline
- Take notes of what the complainant is saying
- Ask complaint to go over the notes to ensure that the conversation recorded is accurate
- Agree on what actions should be followed next.

### **8.8 Procedure: To investigate an allegation of Harassment**

When the Human Resource investigates a complaint, they are going to follow this procedure:

- Will not assume who is guilty and who is innocent.
- Talk about the outcomes that may occur from the investigation
- Have meetings with the accuser and the victim separately and directly
- Have a meeting with any witnesses, separately.
- Keep track of the record of the meeting and investigation.
- The meeting with the alleged harasser will be informed of what they are being accused of and have a chance to respond to the accusation. The alleged harasser has the right to answer any question they wish to speak of.
- Ensure confidentiality, minimize disclosure.
- Decide on what's the best action that should be taken based on investigation and evidence. If the resolution is not resolved, then the complainant may talk with the leadership team.

### **8.9 Conflict Resolution**

To resolve an issue at Ecoflask, it has to be done in a professional and mature manner. The key to resolving a conflict will be through communication. First, we would need to bring all the members involved with the issues and bystanders to get information. Then we will talk through the issue and look for a solution. Then find a solution for the incident and for it not to happen again.





## Section 9 - Separation Procedure

### 9.1 Resignation

If an employee wants to resign then the employee has to email and notify their leader a month in advance. If not, then the employee would not be able to apply for any job for the company in the future, unless there's a valid excuse. This excuse should be written and delivered to Human Resource along with its resume.

### 9.2 Retirement

Employees should email Human Resource at least four months prior they wished to retire. Written notice to their department should follow the terms of their collective agreement, if applicable. Retirement documentation is sent out approximately two months prior to the employee's retirement date and is due back to Human Resource one month before the retirement date. The age to retire is at least 65 years old. If there's wished to early retired then payment might be reduced.

### 9.3 Termination

Termination will occur if the rules and policy are not met at Ecoflask. The documentation and company performance will also support the termination. When Ecoflask asks an employee to be dismissed they should not argue and will be released the day they are told.







## EXPECTATION CONTRACT

As an employee in Ecoflask, I will follow the company rules and agree on what the contracts say. I know that it's expected of me to

- Not to use my phone during work time, with the expectation of an emergency
- To use the phone at work, I must ask my Consultant/Leader permission first
- Internet can only be used for work purposes
- Zoom camera must be on
- If I'm going to be absent, I have to inform leader beforehand
- Be respectful to my employees and no distraction
- Follow the dress code
- Complete my work on time

If I break any of this rule I know that there will be consequences. If not following the rules becomes a daily routine, I know that I will have to have a discussion with the Human Resources Department. There will also be other major consequences for not following the rules and I know that it could lead to me being fired.

I have read all of the contract and agree on following all the rules.

-----  
Print Name

-----  
Date

-----  
Signature





## ACKNOWLEDGMENT

I \_\_\_\_\_ , acknowledge Ecoflask Employee handbook and have read all the sections of the handbook. I know that this handbook is not a contract for the employee. I understand and will follow all the expectations that are required of me to meet. I know that the handbook will be updated throughout the years and I can give advice on how to make the company better for the employees. I understand the benefits that I will receive and the procedures of how the company works. If I have any questions or confusion regarding the handbook, that I may contact the Human Resource Department at EcoflaskHR@gmail. com.

-----  
Print Name

-----  
Date

-----  
Signature





**Chief Executive Officer**  
Michael Lopez



**Chief Operating Officer**  
Naomi Flores



**VP of Human Resource**  
Odalis De La Cruz



**VP of Arts & Publications**  
Dalila Vazquez



**VP of Digital Media**  
Daisy Antunez



**VP of Marketing**  
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**Human Resource Associate**  
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**Chief Financial Officer**  
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# Hydration Through Innovation

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