

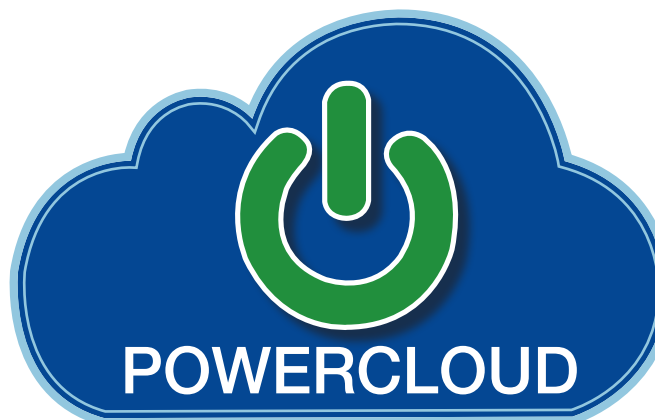
# Employee Manual 2017-2018



Step In & Power Up

# Human Resource's Mission

As the Human Resources department we hold the company's employee's interests above all. At the same rate we value and strive for the company's ability to thrive through the best efforts put forth by the associates.





## Welcome new employees!

**H**ello new employees! My name is Hazel Ramirez and I am the Vice President of Human Resources here at PowerCloud. In this company our highest value is the people, and we have everything in the best interest of both our customers and our employees. PowerCloud is a huge family company; we care for and support each other, and bring out the best in every individual. If you have any personal conflicts, complaints, concerns or just need someone to talk to, come to me or any fellow employee. Thank you for joining us here at PowerCloud, we look forward to your hardwork and contribution into this company.





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# SECTION 1: ABOUT POWERCLOUD

## 1.1 Company Description:

Here at Powercloud we are invested in what we do, we are mainly technology based. We are known for our low-priced quality products. The products we make are designed to meet the customer's needs and demands.

## 1.2 Powercloud Management Philosophy

Powercloud management philosophy is based off respect, responsibility, and partnership. To achieve this objective we attract employees that will bring positive energy and commitment to the company. In return, employees receive rewards and satisfaction from helping Powercloud be one of the top competitors in the market.

## 1.3 Policy & Procedures Manual

Behavior guidelines will be made that apply to all employees, these guidelines must be followed. The company has the right to add or delete guidelines that may benefit the company. If failing to comply with the guidelines, there will be consequences. Possible termination of employment or suspension will be applied if guidelines are not followed. Feedback or recommendations for the manual are welcomed.

## 1.4 Powercloud's Mission

The technological world can be a hassle, especially when all of those charging cables come into play. Our mission is to provide customers a revolutionary and convenient way to charge multiple devices at once. Our products allow our customers to charge all of their devices at once, and without the irritation of always being tethered to an outlet.

## 1.5 Human Resource's Company Mission

As the Human Resources department we hold the company's employee's interests above all. At the same rate we value and strive for the company's ability to thrive through the best efforts put forth by the associates.

# SECTION 2: EMPLOYMENT POLICIES

## 2.1 Nature of Employment

Employees working at PowerCloud are expected to follow the rules and regulations of this company. At any time or for any reason employees are allowed to resign. No verbal changes to the company will be followed through with, only written and signed contracts by the CEO are permitted. Amendments and nullifications of current standing documents are allowed, so as the new documents are approved and signed off on by the CEO and COO.

## 2.2 Employee Relations

PowerCloud employees are encouraged to give out their opinions about what can be improved about the company in order to provide the best work environment possible for them. If any complaints or concerns are brought up, we will respond effectively and as soon as possible.



## 2.3 Recruitment Policy

Our Recruitment Policy overall is fair and consistent, no changes are expected but if any are made, communication lines will be established and everything will be adjusted. Our policy is made up of two subdivisions, which are the internal and external recruitment systems.

- a) External Recruitment System
  - This includes consults, advertisements and job portals (job sites).
- b) Internal Recruitment System
  - This includes internal employee referrals, transfers from partner companies, etc;

## 2.4 Selection Procedure

Hopeful employees will be reviewed by Human Resources and the COO. They will be put through a background check/screening. After this process is completed, the candidates will be called in for interviews.

### NECESSITIES:

Cover letter, Resume , and Job Application.

Upon being accepted ,an updated medical record is required for the best interest of the employee. The induction procedure is essentially introducing new employees to other staff members on their first day of being part of the company. After the induction procedure is completed, training will begin the same day.

## 2.5 Probationary Period for New Employees

Within the probationary period the newly hired employees will be given tasks which they should be able to perform at satisfactory level for the company. In this time frame it will be determined on whether or not the employee should be kept or moved up to a better position.

## 2.6 Outside Employment

As an employee of this company, employees are given access to certain proprietary trade secrets. Therefore, employees are not allowed to work for any other technology company that would be a conflict of interest to PowerCloud. However, employees can maintain second jobs in areas that do not have a conflict of interest with the company. If employees are unsure about a second job, please contact the HR Department for clarification.

## 2.7 Equal Employment Opportunity

All employees in the company will be judged upon qualification, productivity, attitude, and contribution to PowerCloud as a whole for promotions and for Employee of the Month. At PowerCloud we do not discriminate against race, religion, orientation, gender, disability, political views, marital status, sex or age. Those with disabilities will be accommodated to be able to perform proficiently at every task they are given.

# SECTION 3: PERSONAL FILES

## 3.1 Employment Categories

Regular Full Time Employee-are the employees who are on payroll and are regularly scheduled to work. They are eligible for benefit programs.Contractual Employee-are employees who are hired as interim replacements to temporarily supplement and assist in the completion of a specific project and are of limited duration.

### **3.2 Access to Personal Files**

Organization should maintain a personal file on each employee this file should include the employee job application, resume and personal finance.

The personnel files belong to our organization and any access to these files is restricted.

Anyone who wants to access his/her personnel file should go to HR ask to see their files. They can only view their file under the supervision of HR.

### **3.3 Personal Data Change**

It is the responsibility of the employee to make sure that if there is a change in anything like their email address, home address or phone number make sure that HR knows about the change so that they can make the changes to your personnel file.

### **3.4 Employment Applications**

Any information that was written on the employee job application has to be correct and any falsification on the application will have consequences from suspension the job for termination amount of time.

## **SECTION 4: LEAVE POLICY**

### **4.1 Earned leave**

If an employee has worked for the company for more than 6 months the employee earns one paid earned leave. Earned leave also applies for sickness or injury. If the employee wants a paid earned leave they need to work for a specific amount of time before leaving. If earned leave is long it will move over to a sick leave.

### **4.2 Sick leave**

A minimum of 8 sick days can be used in a year. The company provides paid sick leaves, due to an illness or injury. Supervisors should be notified is the employee will not be reporting to work. Employees may use their benefits if someone they are related to or a friend is sick or injured. After 8 sick days are used, more than that will not be paid sick days.

### **4.3 Casual leave**

Casual leave can give the employees an opportunity to rest or for personal use. Supervisors should be notified if the casual leave will exceed 24 hours. This leave can be provided to meet an employee's medical needs or injuries. Casual and Earned leaves are not combined.

### **4.4 Short leave**

Employees can take up to a 20 minute leave 2 times every month, but this does not mean they have to take it. Employees can use this 20 minute leave for personal needs.

### **4.5 Official Duty**

An employee going on official duty, shall notify their superior the days they will be gone. Employee will give official duty, if they are told to go work in a different environment.



#### **4.6 Compensatory off**

On compensatory off the employees will not attend work and receive the day off. This will be an employee free day.

#### **4.7 Leave Without Pay**

If the employee wants to leave without pay their supervisor must be notified and they will decide if the leave is approved . If the employee has used all his or her days and needs extra time. Extra time will be provided.

## **SECTION 5: WORK SCHEDULE & PAY**

### **5.1 Work Schedule**

As known 48 hours are the limit for workers based upon the eight-hours per five days a week with an exception of holidays. The company schedule will be Monday through Friday from 8am to 5pm with an hour long lunch break. More than eight hours in the office will not be counted as overtime.

The staff needs and demands can be the total hours that an employee will put into the company. Employees will be considered absent if he/she is not at work.

Not being able to arrive on time and having continuous absences can cause other employees to put in much more work, this can result in disciplinary action for employee. Being on time regularly is very essential to employees.

Not being able to report to work on time or too many tardies and absences can result to disciplinary actions.

### **5.2 Timekeeping Procedure**

Our company keeps the daily attendance of all employees. Human Resources will keep a daily attendance for all employees in which will keep records on whether the employee is absent, or tardy. This daily record will be an accurate attendance in order for the employees pay and benefits.

All time spent in the work environment will be used to work on their duties. Employee time keeping is recorded in order for evaluation of their performances.

### **5.3 Pay**

All employee members will be paid every two weeks, every 1st and every 15th. If the 1st is to land on a holiday, or on the weekend employees will receive their pay before the actual payday. All employees will receive their pays and if for any unlikely case they are to have an error in their pay they must immediately report to HR in order for the correction to be made.

### **5.4 Overtime Pay**

As a company we do not offer an overtime pay due to the fact that we do not pay our employees by the hour.





## SECTION 6: WELFARE POLICY

Welfare policy is to ensure that the employee has a safe work environment .These policies are maintained so that the employee can have increased productivity .This policy includes dress code, facilities for communications and access to equipment .

### 6.1 Dress Code

Every employee needs to be dressed neatly and clean when they are in any work space

Examples of prohibited clothing

- Flip Flops
- Sports wear and or beach wear
- Management can require their staff to dress a certain way on different occasions.
- Personal Communications
- Personal phone calls can only be made a certain amount of times or as told by Manager.
- Emails can be checked and the owner of the email is responsible for any emails sent as well as any attachments sent with the email.

*Guidelines for email use :*

- Email should only be used for work related tasks.
- Email can only be used a certain amount of times for personal use, however management can access any incoming and outgoing emails.
- Personal Emails must be deleted on a daily basis either sent or received emails.
- When using email address do not pretend to be some else

### 6.2 Internet

Internet should not be used for viewing violent defamatory and illegal materials .

Printing and downloading items as described above.

Prolonged and excessive use of internet for non work related tasks.

Failure to comply with instructions listed above will result in a meeting with management depending on what was done wrong will also depend on the consequence.

### 6.3 Meal Period

All members of Powercloud will be provided with a meal time other than that there should be no food consumption in the following places

- Meeting rooms
- Work area

### 6.4 Work Areas

Food and Drinks other than water will not be permitted in any work area

Managers are to enforce maintenance and the policy about food and drinks in work area.

Associates should inform their manager if an employee or associate fails to comply with the policy .Any visitor who fails to comply to the policy will be asked to comply or leave the premises

### 6.5 Use of Equipment

The company will provide the employee with all materials needed to do their job

While employees are using the equipment they should comply to all instructions none of the equipment should be be for personal use and the equipment should not be removed from the premises .

If any equipment is malfunctioning or seems damaged make sure to let management know .

## 6.6 Visitors in Workplace

Work policy monitoring is done to ensure the safety of employees

Anything that is done on work computers will be monitored

Employees who regularly use the phone to communicate with customers will be monitored as they use the phone.

## 6.7 Violence in Workplace Prevention

Management is responsible for preventing any violence during work hours and to ensure the safety of employees during work hours

- All employees should be treated with respect and courtesy
- Conduct that intimidates or threatens any employees will not be permitted
- All threats whether direct or indirect should be reported to management as soon as possible
- Management will investigate any threat reported to them
- Management will try to ensure all employee disputes do not escalate and are taken care of.

## 6.8 Employee Recognition

Each month an employee will receive an award to their name based on their work ethics, quality of their work and attendance being on time etc.

## 6.9 Employee Medical Dental and Vision plans

Each employee will be given the basic Medical Dental and Vision plans each employee will have to have all check ups required by the company on time.

## 6.10 Retirement Planning

Voluntary employee termination initiated by the employee reaching the age ,length of service or any other retirement criteria that the employee meets

Retiring employee will have to sign a waiver about age discrimination.

# SECTION 7: JOB DESCRIPTIONS & EXPECTATIONS

## 7.1 Chief Officers/Vice Presidents

Some of the qualities expected from the chief officers and vice presidents are respected by peers ,driven ,competitive ,organized ,comfortable speaking in front of a group ,confident, likes to lead and passionate about the company and takes their job seriously .Their general responsibilities are constant communication with the internal departments and supervision of overall operations of the company. They are also responsible for coordinating company special events

## 7.2 Associates

provide support for their company by completing all the tasks given by their Vice President and the Chief Officers.

## 7.3 Chief Executive Officer (CEO)

The CEO decides and forms partnerships and helps to steer the company accordingly. In Virtual Enterprises the CEO takes on a position that he/she will be leading his/her peers.

#### **7.4 Chief Operations Officers (COO)**

The COO handles day to day operations and all internal business departments. They require to have a high level of multitasking. The Chief Operations Officer will be expected to attend all company functions and have good presentation and public speaking skills. The Chief Operations Officer is responsible for coordinating company special events. They also have to make sure that departments know what needs to be done and what time frame its due.

#### **7.5 Chief Financial Officer (CFO)**

The Chief Financial Officer will also need to be organized hardworking and responsible. The Chief Financial Officer will handle day to day operations for the accounting department. This department will directly report to the Chief Operations Officer. They have the responsibility to supervise all the operations of the accounting department and will work to maintain an efficient and positive work environment. Attend and be ready to report at weekly leadership meetings. The Chief Financial Officer should be monitoring the cash and wealth of the company. Some of the tasks that they are responsible for producing company paychecks maintain income statements.

#### **7.6 Vice President of Marketing**

They should be well organised creative comfortable working with people presenting and talking to groups. They will supervise the operations of the marketing department and will work to maintain an efficient and positive work environment , develop a comprehensive marketing plan for the company competitions and business plans. They will also need to attend and report on department progress at weekly leadership meetings ,develop fundraising programs to support financial needs for the company. Some of the tasks they are responsible for are coordinating the writing for company marketing plan and compete in the trade show marketing competitions , develop monthly email advertising campaigns and design and decorate the trade show booth .The Vice President of Marketing is a consuming job that will often require work outside the office.

#### **7.7 Vice President of Communications**

Some of the qualities expected for this job are organization ,good planning skills , good creative writing and comfortable working with people. They will lead a small team of employees through the promotion of the company through social media they should have a good sense of what looks good and is attractive. They will supervise the operations of the department and will maintain an efficient and positive work environment and develop an active effective social media presence for the company using Twitter, Instagram and Facebook. They will also coordinate the writing of the monthly company newsletter ,packing and unpacking for the company events ,maintain the company bulletin and actively communicate with all departments.

#### **7.8 Vice President of Sales**

They are a key leader in the company they will lead a team of employees through the promotion of selling products or services including tracking inventory order all sales for the company each month .They are responsible for training all employees in sales techniques ,supervise the operations of the sales department and develop an order tracking system and invoice customers via email following live purchases. They also need to create a monthly sales report related to the sales product money earned and employee commissions and total earnings. They are also responsible for designing the company order form and company customer invoice and generate monthly sales reports with graphs and charts that detail all aspects of the company sales.



## **7.9 Vice President of Human Resources**

This role requires the employee to be a great writer logical fair rules policies and procedure are important to the employee and able to complete tasks and meet deadlines .Human resources will ensure a safe fair and professional work environment for all employees .The VP will lead a team of employees through the development of the policies and procedure of the company and will detail it in the employee manual . They are also responsible for establishing pay rates employee hiring processes employee performance review development of employee benefit packages and maintain attendance logs. They will supervise the operations of hr department and will work to maintain an efficient and positive work environment,develop performance reviews and conduct performance review meetings and maintain a personnel files attendance records for all employees .They will also assist in the hiring process of employees determine the base salaries and develop the company policy and maintain daily records of attendance.

## **7.10 Vice President of Arts and Publications**

The vice president for this department will design and print work the company develops . The CEO will be responsible for developing the company logo color scheme banner literature flyers certificates and the product catalog. They will also design the company employee name badges business cards and letterhead ,design products and sales brochures. They will develop a product line displayed in a comprehensive and profession company catalog in both digital and print formats. They will establish the initial product line and product descriptions to be in the catalog and design the company logo and branding elements ,make the banner for the trade show booth and design the business plan and annual report templates. Working in the arts and publications department means you need to spend a lot of time on projects to make sure the design is perfect.

## **7.11 Vice President of Digital Media**

They should be comfortable working with computers as an art form enjoy video and video recording dedication to quality of work. The VP of this department will lead a group of employees to create the company video photo and web design related projects needed by the company they will maintain the company website and online store .they will be in charge to develop the company videos and video commercials as a part of their tasks .They are responsible for developing a company website with an e- commerce shopping cart ,create company videos and photograph all employees to establish a company photo archive,design the year end video with highlights of the company and its journey through the year. They are also responsible for establishing a domain name for the company .they will record and photograph all trade shows and company events.

# **SECTION 8: EXPENSE POLICY**

## **8.1 Expense Reimbursement**

If an employee pays out of their own pocket for travel and hotels the company will reimburse the money that the employee spent.

## **8.2 Business Travel Expenses**

Reasonable travel expenses involving assignments away from while be reimbursed. This includes hotels, transportation, meals and telephone calls. The expense report must be given to the supervisor when the employee returns.





## SECTION 9: BENEFIT PROGRAM

### 9.1 Employee Benefits

Employees at this company will be provided with a wide range of benefits a number of programs cover all employees on the manner prescribed by law. Employee benefits will also depend on a variety of factors including employee classification. Hr department identifies the benefit program corresponding the eligibility of the candidate.

### 9.2 Holidays

All employees will be given holiday time off as per state government notifications Holiday details vary from the region and place of work.

### 9.3 Maternity leave benefits

Female employees are eligible for certain maternity leaves. Women that are eligible for this leave are given a maximum of 12 weeks. This benefit is only for women that will not work these 12 weeks. This also applies to miscarriage, sickness during pregnancy, and premature birth.

### 9.4 Paternity leave

Male employees are given 5 paternity leave days. Paternity leave may vary depending on the organization.

### 9.5 Making a complaint

If you believe that an employee are or have been sexually harassed employees should inform the offender that their behavior is offensive and that it is against PowerCloud policy this should only be done if the employee feels comfortable. If the same behavior continues make sure to contact the any VP at hand.

### 9.6 Receiving a complaint

When a manager or supervisor receives a complaint they should do the following:

- Listen carefully and seriously to the complaint.
- The complaint should be treated confidentially.
- Ask the person doing the complaint for the full story and step by step of what happened
- Make sure to take notes with the words used by the person making the complaint
- Ask the person making the complaint to check any notes and make sure that the complaint is as accurate as possible

### 9.7 Investigating a complaint

Interview employees involved with the situation and keep it confidential .The employee being accused of harassment should know what they are being accused of and they will be allowed to defend themselves from what they are being accused .Listen to what the alleged harasser has to say and write it down using the words that he/she used and ask them to look over it to make sure that the information you wrote is accurate to the information they gave to you.

### 9.8 Outcomes in the situation

- Private apology or written apology
- Commitment that the behavior will stop
- If the behavior continues there will be severe consequences towards the alleged harasser .



## SECTION 10: STANDARDS OF CONDUCT

### 10.1 Sexual Harassment

Sexual harassment is unwelcome at PowerCloud, some examples of things that will be considered sexual harassment are unnecessary physical contact, sexual remarks, verbal comments and uncomfortable behavior with other employees. PowerCloud has zero tolerance for sexual harassment.

If there are any complaints made about sexual harassment they will be treated promptly seriously and sympathetically. The managers and supervisors must act immediately to any complaints that are made regarding sexual harassment and they are to keep it confidential.

The managers and the supervisors are to set an example to their employees about appropriate behavior in the work environment.

PowerCloud has a legal responsibility to prevent sexual harassment.

### 10.2 All employees have a responsibility to :

Comply with the PowerCloud sexual harassment policy

All employees should make sure if they witness any type of harassment to try and help or support the employee who has been harassed and tell them where they can make a complaint and get help with situations like that.

## SECTION 11 SAFETY POLICY

### 11.1 Company will provide :

A safe working environment

Provide information and training, all employees will follow this policy

New equipment will be provided to decrease the risk of getting hurt

### 11.2 Everyone is responsible and held accountable for :

Control inappropriate situations

Employee injuries

A positive attitude, their health and safety

### 11.3 Safety

The human resource department is responsible for the safety program. The HR department informs employees on how they can be safe. Everyone is expected to follow safety rules in their work environment. If employees fail to follow the rules, there will be disciplinary action or possible termination of job.

### 11.4 Smoking

Smoking is prohibited on company property. This will be made clear to all employees.

### 11.5 Alcohol and Drugs

Social drinking is not allowed on company property. Only prescribed drug may be taken for medical purposes. Drug abuse may affect one's job performance. The company wants to maintain a safe and healthy work environment for all employees. Attending work under the influence is prohibited and will result in disciplinary action.

# EMPLOYEE CONTRACT

## ATTENDANCE

- Allowable 8 personal days
- Tardies = 3, after moves to disciplinary actions

## INTERNET USE

- Only used for work related tasks

## PHONES/DEVICES

- Should be put away at all times during work hours
- Putting phones in slots could put you into a raffle

## EATING IN THE OFFICE

- No eating in office except at special event

## PERSONAL MUSIC

- Not allowed in work environment

**By signing this, I agree to PowerCloud's Terms and Conditions.**

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SIGNATURE

---

DATE

---

PRINTED NAME

---

DATE



**1401 S. Grand Ave  
Santa Ana, CA 92705**