

Employee Manual



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Grecia Penalzo
Vice President of
Human Resources

Welcome to our company Signum. As the Vice President of HR, it is my job to guide you through the rising of the company, to make sure you as an employee find it comfortable in the workplace, and assist you with any conflicts that may come up during your time and work here. Feel free to come to me if you have any questions or concerns. I am available at all times and I am also very happy to be working with each and everyone of you. My job is to make you feel safe and I am more than delighted to do so.

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About the Company

Our company is made up of responsible and respectful employees who help people reach the service they deserve. We offer accessibility of service to devices in the places where not enough signal is obtained as one would hope to have. We provide products that are guaranteed to work for a long period of time without any type of conflict. Our products which include the smartwatch provide all services; the wand antenna provides off grid communication and GPS and location services, and we also offer a keychain that provides only GPS and location service. We provide customer service, translation, and respectful employees. We do expect for our products to fulfill all customer needs and expectations. If that isn't the case, customers are welcome to return any product that does not satisfy their personal needs. Communication is very important to our company. We strive to make communicating fast and simple without any complications. We work hard and try our best everyday to provide the best services to our customers.

What to Expect from the Company:

The company will provide help at any time that it is needed from the employee. Employees should expect other department worker's help and guidance. It is an open workplace therefore, employees should be helping each other out. Insurances are taken care of by the company, therefore, employees should be aware of that. Employees should expect the company to push them to the best of their abilities in order for them to demonstrate their full potential. If an Employee isn't fulfilling the company needs, they should expect the company to have a strong approach towards them. We want every employee to feel as if they are part of a big family and make the workplace as comfortable as possible for each individual. In order for that to happen, we must motivate every employee so that they feel that their job is important and that they are a big part of the company. Feeling motivated by the company is another thing employees should expect.

What the Company Expects from you

Being responsible is one of the most important factors the company expects from



the employee. Every employee will have responsibilities and must make sure they fulfill those responsibilities. Co-operation will be required. Every employee has to be able to work with anybody whether it be associates working with vice president or vice presidents working with CEO's and even associates working with CEO's. Without cooperation we will not be able to get our work done. If one employee is behind another may be in danger of falling behind as well. As a company, we must work together and expect to:

- Have a positive attitude at all times
- Be consistent in work
- Avoid procrastination
- Take time in work/dont rush
- Be to work on time and everyday
- Be polite and respectful to others
- Ignore negative emotions and feelings

Company Mission:

Our company sells devices that give people access to cellular service in places where service is unavailable. Every employee has important roles and responsibilities within the company. Each individual is given a task that must be taken care of. Our mission is to keep our customers connected to their loved ones and the world. We know how important it is to stay connected especially when it comes to emergencies. Communication is the key to life. The world is dependant on cellular service whether it's for special events, hiking, or getting from one place to another. We understand how unsatisfying it is to want to be connected with others but find it impossible to do so because of the places one might be at were obtaining signal is unreasonable. That is why it's our company's job to provide the best, guaranteed, service products in the market.

Company Office Policies:

Within the company, there are policies that must be followed.

Operation hours begin from 12:58pm to 1:54pm. This consists of a 5-10min break if employee decides to bring something to eat. Employee cannot eat at their desk and



will therefore have to go to the break room in order to prevent a messy work area. No excessive breaks are permitted. Employees are expected to be at their workplace everyday and most importantly on time. If absent/tardy, employee must have a sufficient reason or authorization from his/her supervisor.

Strict actions will be made for those employees who are engaged in using the internet inappropriately, that means: playing computer games, chatting, Instagram, Facebook, and any other form of social media that is inappropriate during office hours. Employees are to represent our company by behaving properly, even when out of workplace. This is important as it will make our company's image look trustworthy. Employee's social media will be inspected once a week for company safety.

Employees can receive personal calls if an emergency and if it's supervised by the company coordinator. Other than that, phones must be put away at all times and silenced so they won't disturb other employees. Negligence of work by an employee will not be tolerated.

Relationships within the company are permitted but employees must not allow their relationship to interfere in the workplace. If in a relationship, employees can not sit together due to the fact that it would be a complete distraction and it will not be allowed. Employees should treat each other with mutual respect.

Discrimination will not be tolerated. Employee must understand that we are equal in the workplace and conflicts with another employee must be set aside. If the company policies are not followed there will be consequences. Unacceptable behavior will result in the following: verbal warning, written warning, employee receives a disciplinary action that will go in their personal file. The seriousness of an employee's offence will determine the action to be taken.

Employee Performance:

Performance management helps to provide overall contribution to the organization by both employer and employee. Performance evaluations and documents are stored in the personnel files we have for each of our employees, that way we can keep track on how our employees are progressing. At Signum we give every employee the opportunity to develop their careers, along with contributing to our business and having a share in its success.

All employees are obligated to attend meetings regarding their position in our business in order to improve or fix problems that have occurred. It is our objective to assure that our company will succeed by keeping watch on all our team members



because we would like to avoid as many problems as possible.

Having an exceptional performance is key in whichever department an employee works in. We believe our employees come to work to demonstrate the ambition they have; we also believe that employees should be honest, responsible, organized, professional, etc. in order to have a calm work environment and make our company successful. Our company keeps in check every employee's performance in order to help them improve and so we can see the future potential of the employee.

Objectives:

- To review the performance of the employee over a given period of time.
- To help in strengthening the relationship and communication between superior subordinate and management-employees.
- To diagnose the strengths and weaknesses of the individuals so as to identify the training and development needs of the future.
- To provide feedback to the employees regarding their past performance.
- To provide clarity of the expectations and responsibilities of the functions to be performed by the employees.
- To judge the effectiveness of the other human resource functions of the Organization such as Recruitment, Selection, Training, and Development.
- To reduce the grievances of the employees.

Employees have to take in consideration that measuring an employee's performance is the most difficult part of the performance appraisal during the specified amount of time. The decision is made purely based on the individual's performance and further it is decided that whether he/she should be rewarded, promoted, demoted or any training required for the personal development / improvement in the present work positions required / taking up new challenges other than the responsibilities given. If an employee gets remarks such as 'Excellent', 'good' or satisfactory then the cash reward/incentive or increment is given accordingly.

Employee Benefits:

These benefits are provided to employee by employer on various grounds which can be medical, leave, facilities, educational, disability or health. Psychologically these benefits give employees a sense of dependability on the organization which in turn benefits the organization to get dedicated employee. Signum recognizes the



following holidays: New Year’s Day, Martin Luther King, Jr. Day, Presidents Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. Employee’s will work from home and those holidays will be payed.

Other benefits include the following:

- Medical Insurance: This is a type of insurance coverage that pays for medical surgical expenses incurred by the insured.
- Dental Insurance: Dental Insurance Plans include Preferred Provider Organizations (PPO) and Dental Health Maintenance Organizations (DHMO). This protects employees from dental costs. Accident to teeth or dental disease is covered by this insurance.
- Vision Insurance: Expenses like eye exams, contact lens filling, contact lenses, and eyeglass lenses are often covered by this insurance.
- We like to keep our employees motivated to continue working with us and the way we do that is by throwing parties/potlucks close to holidays or celebrations. Signum wants to make these individuals feel that for all the time they spend working, there will be get together to take some time off. If our company succeeds then employees will either receive a promotion, recognition, etc.

Acknowledgement of Receipt

I have read the manual and I will follow and acknowledge the terms and policies given

Print Name _____

Signature _____ **Date** _____



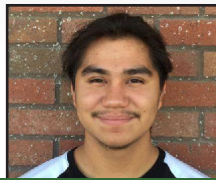
SIGNUM

Company Organizational Chart

CHIEF OFFICERS



Alan Esquivel
Chief Executive Officer



Jesus Anguiano
Chief Operations Officer



Omar Guerrero
Chief Financial Officer

LEADERSHIP TEAM



Adrianna Noyola
Vice President of Arts & Publications



Genesis Mojica
Vice President of Communications



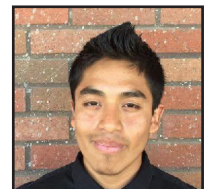
Kate Bustamante
Vice President of Digital Media



Grecia Penalzo
Vice President of Human Resources



Aixa Martinez
Vice President of Marketing



Jorge Balbuena
Vice President of Sales

ACCOUNTING TEAM



Gabby Juarez
Associate



Gerson Escobar
Associate



Stephanie Torres
Associate



Giselle Ramirez
Associate



Anthony Deniz
Associate



Carlos Garcia
Associate

SALES TEAM

HUMAN RESOURCES TEAM



Isabelle Trujillo
Associate



Ulises Renteria
Associate

MARKETING TEAM



Karen Rodriguez
Associate



Amy Alvarez
Associate

DIGITAL MEDIA TEAM



JoJo Pongphinkam
Associate



Beverly Cortes
Associate

COMMUNICATIONS TEAM

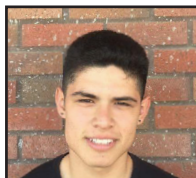


Jazmin Noyola
Associate



Gabby Perez
Associate

ART AND PUBLICATIONS TEAM



Jerimy Carransa
Associate



Jason Juarez
Associate



Priscilla Medina
Associate

