

Taste of the World



**Employee Manual
2016-2017**

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Welcome to Taste of the World!

My name is Daisy Cruz and I am the head leader of the Human Resources department. I am so excited to find out that you wanted to be part of this loving working community I guarantee that you made the right choice by signing up with the family at Taste of the World. I am looking forward to seeing you grow and develop into an outstanding employee and to be working with you in this safe working environment. I wanted to let you know that if you are ever have any issues or question about the company to please let me know and contact me.



Daisy Cruz

Vice President
of Human Resources

Company Overview

Our company, Taste of the World, serves an incredibly unique purpose to our customers. We serve to bring the culture and experience of other countries right to your doorstep in the form of international snack foods. This is accomplished through a three month, six month, and one year subscriptions (as well as specialized monthly deals). We offer a special optional opportunity for our customers that select our one year option, Where they can select a travel package, in which you select one of our featured countries to travel to, and we set up a vacation that you will love at the end of your subscription. Each subscription includes; a box filled with a variety of snacks from a foreign country, small international trinkets or souvenirs and a informational brochures that highlights the background information of the country for that featured month (as well as a brochure if you have selected the travel package). We want our buyers to enjoy our company's delectable foods, and inevitably feel as if they taste a part of the world.

Company Mission

There are millions of people all around the world who have never had the opportunity to travel to a different country, or experience exotic cultures. Taste of the World will deliver that magnificent experience right to your doorstep without the expenses and the hassle. We present our customers with foreign foods, relics, and background information about fascinating countries from different parts of the world. Taste Of The World's mission is to get subscribers to learn more about the country itself, further appreciate unique cultures, and attain knowledge regarding the world around them.

What You Can Expect From the Company

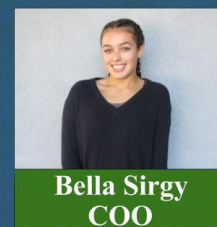
In Taste of the World, we expect several basic requirements from our team members. The company is based on respect, responsibility, communication, and organization. Taste of the World team members have to respect each other and look out for one another. Responsibility leads to organization which will keep the company on track. This respect is built on a foundation of our company policies and procedures that we expect our employee to follow. Failure to meet the expectations will lead to a lack of success for an employee and will be the foundation for disciplinary action and can affect the promotion, advanced and success of an employee. Taste of the World endeavors to treats all team members fairly and will protect their rights,



Ownership

Leadership

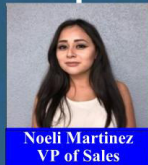
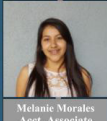
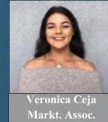
Associates



Accounting Department



Admin. Department



while creating a comfortable working environment for our employees. Members will respect and tolerate one another no matter the case, as long as it is not directly tied to their job performance. It is our goal that all will be treated with respect, we are here to protect our employees while at the same time providing them with the support they need to help build us build a successful company.

What the Company Expects from You

Taste of the World expects an employee to always be responsible of their actions in the working environment. We also require someone who is very independent, reliable, always on time, also organized in the working environment. Our team members have been hired because they possess the qualities that we seek in an employee. Taste of the world expects all team members to be motivated and ready to work by taking the initiative to work together to build a cohesive supportive environment. Employees are expected to represent our company in a positive way by:

- Having a positive attitude
- Being friendly to coworkers
- Being friendly to customers
- Strong work ethics
- Self motivated
- Determined
- Honest
- Ambitious

Company Policies

The policies that Taste of the World requires are, that one must be expected to complete all company work at all times.

Attendance Policy

- No more than two tardies or absences
- Missing any event will result from the reason why you didn't attend.
- You are expected to attend and participate in ALL company activities.
- Violations, it will affect your performance review.

Internet Use Policy

Internet/Email/Social Media, or other irrelevant to business are not allowed. All internet activity should be task related use.

Cell Use Phone Policy

No cellphones in office (only if approved by your VP).

Office Food Policy

No food or drinks in office. Violations will be scrape five pieces of gum from under the desks during class.

Harassment Policy

Any type of harassment will not be allowed. Violations will result in suspension.

Dress Code Policy

No midriff clothes is allowed Jeans, t-shirts, shirts without collars, and footwear such as flip flops, sneakers, and sandals are not appropriate for business casual attire. Employees are expected to demonstrate appropriate work attire at all times. Employees who wear business attire that is inappropriate in the company will be dealt with individually rather than changing the dress code for all employees.

Company Property

Taste of the World reserves the right to require the employee to pay all or part of the cost to repair or replace the property that has been damaged.

Employee Performance

Our company judges our employee's performance on a weekly basis in order to define certain areas that need improvement. Performance is a critical factor in organizational success for one another. We like to know how our employees are doing and what they need to improve on on a monthly basis by discussing the expectations and their accomplishments. We do this by sending out a detailed summary review and by well informing them on we expect from them and what we would like them to improve on.

Professional Development

A professional development is a way of training that prepares the employee to do their present job better. We like to train our employees in ways that make them succeed by showing them ways to improve their work habits, and by teaching them skills that will help them grow stronger as an employee. We do this by making it clear how we want their performance to be and by making sure to clarify the behavior expectations with them, also by helping employees in Taste of The World to better understand the organization's long and short-term goals, lastly by giving positive and corrective feedback, and providing necessary resources is a great way to help them understand things more. We do this because teaching the employees how to do things better benefits them by gaining knowledge and increasing their workforce.

Employee Benefits

A company with no employees is nothing but an idea, and the employees without the company don't have jobs. Since they provide us labor we provide them with money and also a few employee benefits, so we both have each other's back. Employee benefits in general, are indirect and non-cash compensation paid to an employee. Some benefits are mandated by law. Others vary from firm to firm or industry to industry for example (health insurance, life insurance, medical plan). Here at Taste of the World we want to be a major and successful company so we will take care of our employees and their health therefore we will provide them medical insurance so they can be healthy and work for a longer period of time. We also like to award the hard work employees and at the end of the month we will pick the one employee that stood out the most. Adding to the medical benefit we also provide vision plans because we know our eyes are very vital and they should be taken care of. So we will offer several benefits and here they are,

Medical Insurance - Insurance coverage that pays for medical and surgical expenses incurred by the insured.

Vision Care Insurance - Will often cover routine eye health expenses such as eye exams, contact lens fittings, contact lenses and eyeglass lenses.

Dental Insurance - is an insurance coverage for individuals to protect them against dental costs. It insures against the expense of treatment and care of dental disease and accident to teeth.

Sick leave benefit - Paid time off of work that an organization has voluntarily provided for employees as a benefit.