



Ecoflask

Employee Handbook
19-20

Hydration Through Innovation

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Our Company



Our Employees

Hello, my name is Odalis De La Cruz and I'm the Vice President of Human Resource. I am excited that you decided to join this amazing company. Throughout your journey in Ecoflask you will get to meet new people, have help 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 answer your questions. It is my priority that you feel safe working in Eco Flask 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.



Odalis De La Cruz
Vice Presient Human Resource





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Section 1 - About The Organization

1.1 Company Description

Ecoflask is an environmentally friendly company that sells water flask for a better and healthier way to drink. Ecoflask is the parent company 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.

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

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.

1.4 Management Philosophy

Ecoflask 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 be on task and attentive. Everyone should put their best effort and always strive to improve in every way possible.

1.6 Human Resource Mission

Human Resource Department mission is to assist our employees and make the working condition better. We work with their problems and ensure that they are working in 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 Eco Flask is that the individual is required to complete all their tasks assigned from their leader on time. There should be a good amount of effort put in their everyday tasks and no complaints.

2.2 Relations in the workplace

Anybody is allowed to have a relationship between the employees, however, there are rules to be followed. The couple should not be getting distracted together when they are 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 are expected to notify their Human Resource Department via email two months before their vacation. Failed to notify Human Resource Department on time, will result unpaid vacation.

4.4 Maternity Leave

Any female having a newborn child will have 12 weeks of paid leave. Employee are expected to contact 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 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's note of 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 Resource discussing about their performance and going over their scores. The criteria that the employee would be reviewed on will be on the following:

- Productivity - Are the employees working at a reasonable pace and able to complete their task on time?
- Attendance - Are the employees on time everyday 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, works well with their department, has a positive attitude, and mindset?
- Reliable - Are the employees someone you can rely on and trust?

5.5 Raises

Raises will be determined by the employees work ethic and dedication in the company from the performance review. If an employee meets expectations on their evaluation form then the employee will get 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

6.1 Dress Code

An employee at Eco Flask will be required to dress in an appropriate and modest way.

Women Dress Code:

- Skirt can not be above mid-thigh
- Offense, violent, inappropriate, profanity or revealing clothes are not allowed
- No tube tops or spaghetti straps
- No Dirty Clothing
- No t-shirt
- Must wear a blouse
- No see-through clothing
- Bright neon clothing color is not allowed
- Hair must be neatly groomed
- No dirty clothing
- No flip flops or sneakers
- Simple jewelry
- Simple makeup look
- Dress must not be too tight or above mid-thigh
- No exposed shoulder
- No shorts allowed

Men Dress Code:

- A collared shirt
- Pants that are not too short nor too long
- No shorts allowed
- No Dirty Clothing
- No t-shirt
- Offense, violent, inappropriate, profanity or revealing clothes are not allowed
- No neon color clothing
- Belt should not be too long





- No sneakers/flip flops allowed
- Dress shoes must be clean

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 the office 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 Internet

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. Leader 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 offence of intent usage there will be an investigation and possible dismissal from the company.

6.4 Break

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

6.5 Visitors

Any visitors are welcome to Ecoflask, however they should not be disturbing work nor break the rules of the company. The visitor should come to the front of the office to sign in and get a visitor name tag.

6.6 Work Space Expectations

An employee's workplace must be clean and organized at all times. An employee are expected to work in their assigned space and not make any mess because it is unprofessional. An employee must talk in a normal voice and respect the guidelines from the company.

6.7 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.

6.8 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.

6.9 Respect Of Other Workspace

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

6.10 Music Policy

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

6.11 Food in Office

No food will be permitted in the office nor drinks except water. The only time drinks and food allowed will be if there is an event thrown by the company.

6.12 Work Areas

Employees will work in a safe office environment, it is advised to have the employees to maintain their desktop and workplace clean. An employee work station has to be cleared out by the end of the day. Everything an employee have in their computer must be cleared so no files would be lost or damaged.

6.13 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.

6.14 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

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 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 in company grounds. If an employee is found with these 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 in respect to protecting health, safety, and 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 have zero tolerance for discrimination and that our employees feel conformable and safe in their work place. 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 modest, 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 appropriate for 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 tolerates sexual harassment whether its verbal use, physical or mental use to approach on 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 are enough evidence to prove that there was a 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 attacker to address the issue and it may lead to termination or probation from work.

8.6 Procedure: To make a complaint

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

- If an employee is comfortable to talk with their offender then the employee should confront them and inform 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 Human Resource Department to set up a meeting, if it's an emergency then the employee should come to the office of





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 confidentiality. 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 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 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 have 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 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 bystander 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 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 it's a 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 ask 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 have a phone out and if I do then my phone would be taken away for class time or day, points will be taken away, or it will be put away in the phone pocket.
- To use the phone at work I must ask my Consultant/Leader permission first
- The Internet can only be used for work purposes
- Everybody should be on time to work and be seated on your assigned seat
- If we are going to be absent, we have to inform leader beforehand
- Can only be allowed to move around if you have permission or it's needed
- Be respectful to my employees and no distraction
- Noise has to be in a good volume
- No messy spaces
- To leave office wear badges during work hours
- After work, hours are done make sure to not leave a mess and save any files
- No headphones allow
- Only music is from the classroom playlist
- No eating at the office, unless a special occasion
- Water is allowed to drink but kept off the desk

If I break any of this rule I know that there will be consequences such as points be taken of, phone taken away, privileges taken away. 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. I am also aware of the consequences that this might cause.

X _____

Signature

Date





Acknowledgement



I _____ , acknowledge Ecoflask Employee handbook and have read all the sections of the handbook. I know that this handbook is not a contract of the employee. I understand and will follow all the expectations that is 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 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

Employee Signature

Date





HYDRATION THROUGH INNOVATION

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