

# Employee Manual



## Table of Contents

<b>Mission Statement.....</b>	<b>2</b>
<b>Employee Procedures.....</b>	<b>2</b>
Employee etiquette.....	2
Job descriptions.....	3
Team Building Participation.....	4
Letter format .....	5
<b>Disciplinary Actions.....</b>	<b>5</b>
Warning System.....	6
<b>Safety.....</b>	<b>6</b>
Discrimination policy.....	7
Sexual harassment policy.....	7
Internet and email usage.....	7
Diversity Policy.....	8
<b>Employee Benefits.....</b>	<b>9</b>
<b>Employee of the Month.....</b>	<b>9</b>

## **Mission Statement**

Spectrum's mission is to provide quality, versatile athletic and sports apparel, equipment, and Big Ten merchandise through packaged kits. While providing to the consumer, Spectrum aims to spread awareness for a healthy and active lifestyle in the United States by donating to charity Good Sports to support underprivileged children with the necessities to stay fit. We aim to raise the standards of the athletics and health industry, make a positive impact, and above all, help the community.

## **Employee Procedures**

### **Employee etiquette**

The company etiquette refers to codes of conduct an individual should follow while at work. The following rules below should be examined and followed by each individual.

- Reach office on time.
- Follow the professional dress code.
- Keep your cell phones in the silent mode to avoid disturbing others sitting around you.

- Learn to own your mistakes.
- Respect your fellow workers.
- Never take undue advantage of your position.
- Respect each other's privacy.

### **Job Descriptions**

**Chief Executive Officer (CEO)**- Oversee and assist all company departments, coordinate completion of monthly tasks, and proofread business plans, handbooks, and manuals

**Chief Project Manager (CPM)**- Organize and coordinate projects in conjunction with the CEO, CDO, CMO, CAO, and CFO.

**Chief Design Officer (CDO)**- Oversee and assist operations of the design department

**Chief Administrative Officer (CAO)**- Oversee and assist operations of HR/Admin department

**Chief Marketing Officer (CMO)**- Oversee and assist operations of the sales & marketing department

**Chief Financial Officer (CFO)**- Oversee and assist operations of the accounting & finance department

**VP of Human Resources**- set the daily tasks of the Human Resources department, and report back to the CAO

**Accounting & Finance-** create yearly budgets, coordinate payroll, pay bills, organize workshops for employees, manage inventory, and prepare monthly financial statements

**Administration & Human Resources-** develop monthly team building activities, create an employee database and company directory, maintain a company calendar of events, and record attendance for payroll

**Design & IT-** maintain and update the company website, design the company logo and slogan, creating the trade booth signs, create and maintain a company product catalog, and create order forms

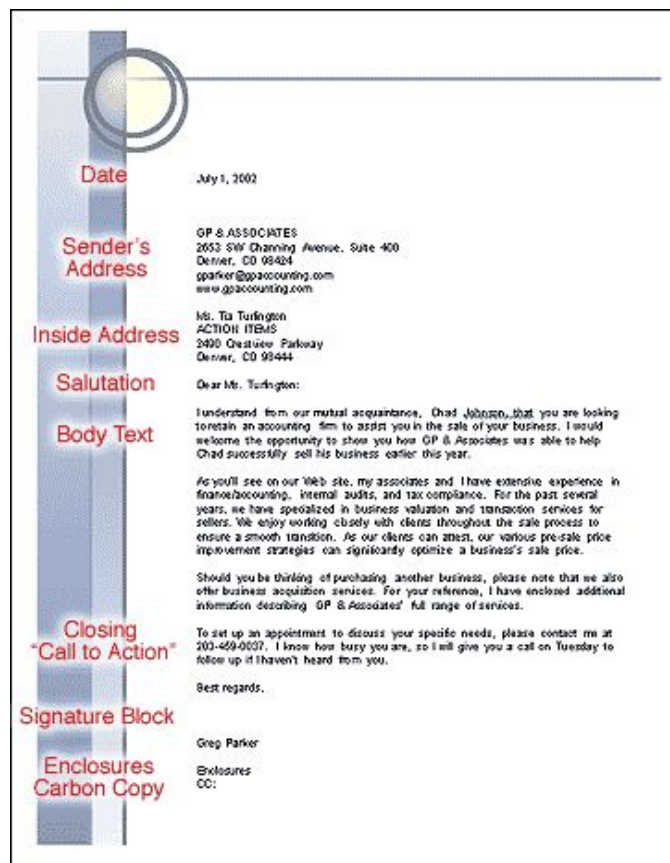
**Sales & Marketing-**create business plan components, develop a marketing analysis, research a target market, advertise and create a product description, develop promotional materials, and oversee company flyers and brochure

### **Team Building Participation**

Team Building will take place once a month and will be used to give workers a well deserved break. Workers will be expected to participate and present good attitudes during all activities. Team Building will boost company morale and productivity if we allow employees to reflect on the work done. Human Resources will be responsible for running all team building activities.

## Letter formats

Using this format will show Spectrum's Professionalism towards other companies and important individuals.



## Disciplinary actions

The following behavior will be prohibited to promote a productive work environment. It is expected that each individual follows this each and every day.

- Food in class
- Inappropriate phone usage
- Tardiness
- Sick with no warning/ no work presented after absence
- Failure to respect classroom/classmates
- Class distraction

### **Warning system**

Participating in any of this behavior will result in a warning, chief notification, and in serious cases, the facilitator will be notified. It is important to follow these rules for the safety and comfort of all employees. Implementing these rules will benefit all employees with time management. Avoiding food and phones will keep distractions to a minimum.

### **Safety**

The company takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Employees who observe an unsafe practice or situation should report the

incident to a supervisor. Employees are responsible to know the nearest exits in case of a fire or other emergency.

### **Discrimination policy**

Spectrum is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. With that being stated, Spectrum consists of a wide diversity of mixed religions, races, etc. Employees from all personal or family backgrounds are certainly welcomed. Racial slurs are taken very serious. Any forms of discrimination towards others will not be tolerated.

### **Sexual harassment policy**

Any sexual harassment and inappropriate actions are strictly prohibited. Supervisors and other officials will get involved for extreme disciplinary actions. Each individual has the right in Spectrum to work in a professional and safe atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including, without limitation, harassment. Consistent with its workplace policy of equal employment opportunity, the company prohibits and will not tolerate sexual harassment on the basis of



race, religion, sex, nationality, age, disability, or any other status protected by applicable law. Violations of this policy will not be tolerated.

### **Internet and email usage**

Company employees are expected to use the Internet responsibly and productively. All technology provided by Spectrum, including computer systems, communications networks, company-related work records and other information stored electronically, is the property of the company and not the employee. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience. Emailing and communicating with others respectively throughout the internet is strongly encouraged and admired by Spectrum. However, employees may not use Spectrum's Internet, e-mail, or other electronic communications to transmit, retrieve, or store any communications or other content of a defamatory, discriminatory, or harassing nature.

### **Diversity Policy**

Spectrum is committed to fostering, cultivating and preserving a culture of diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national

origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socioeconomic status, and any other characteristics that make our employees unique.

All employees of Spectrum have a responsibility to treat others with dignity and respect at all times.

### **Employee Benefits**

All employee benefits are located inside each employee's signed contract.

### **Employee of the Month**

The employee of the Month will be chosen based off performance, attendance, and their ability and willingness to help others. This will spark motivation to consistently work hard and will boost company morale. Their picture and name will be seen on the Spectrum slideshow located on the tv. The CEO, CAO, and VP of Human Resources will be responsible for choosing an employee deserving of this award.

**Terms of Agreement**

I have read and understand the expectations and procedures I am accountable for while being an employee at Spectrum. I am prepared to present a good attitude and to participate to the best of my ability during my time at Spectrum.

(printed name) \_\_\_\_\_

\_\_\_\_\_

(signature)