

SAFEN' SOUND

FEEL SAFE. BE SAFE.

EMPLOYEE MANUAL

2018 - 2019

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Safe N' Sound Mission Statement

Safe N' Sound distributes high end accessories with the purpose of promoting safety, ensuring profitability to shareholders and a positive impact to stakeholders. By providing timeless styles and the utmost protection, the rising number of tragic incidents is minimized.

Human Resources Mission Statement

As the Human Resources department, we strive to establish and sustain a productive environment with a diverse culture. By utilizing open communication with our associates, we build the utmost passionate and positive workforce, resulting in reduced turnover. We emphasize our support of each individual with their development and growth, maintaining engaged and effective employees, thus ensuring the success of the company.

Human Resources Vision Statement

Our goal is to be the “Employer of Choice” in Riverside county. We will reach this goal by establishing and maintaining a positive culture in the workplace while providing considerable benefits for employees.

Welcome to the Team

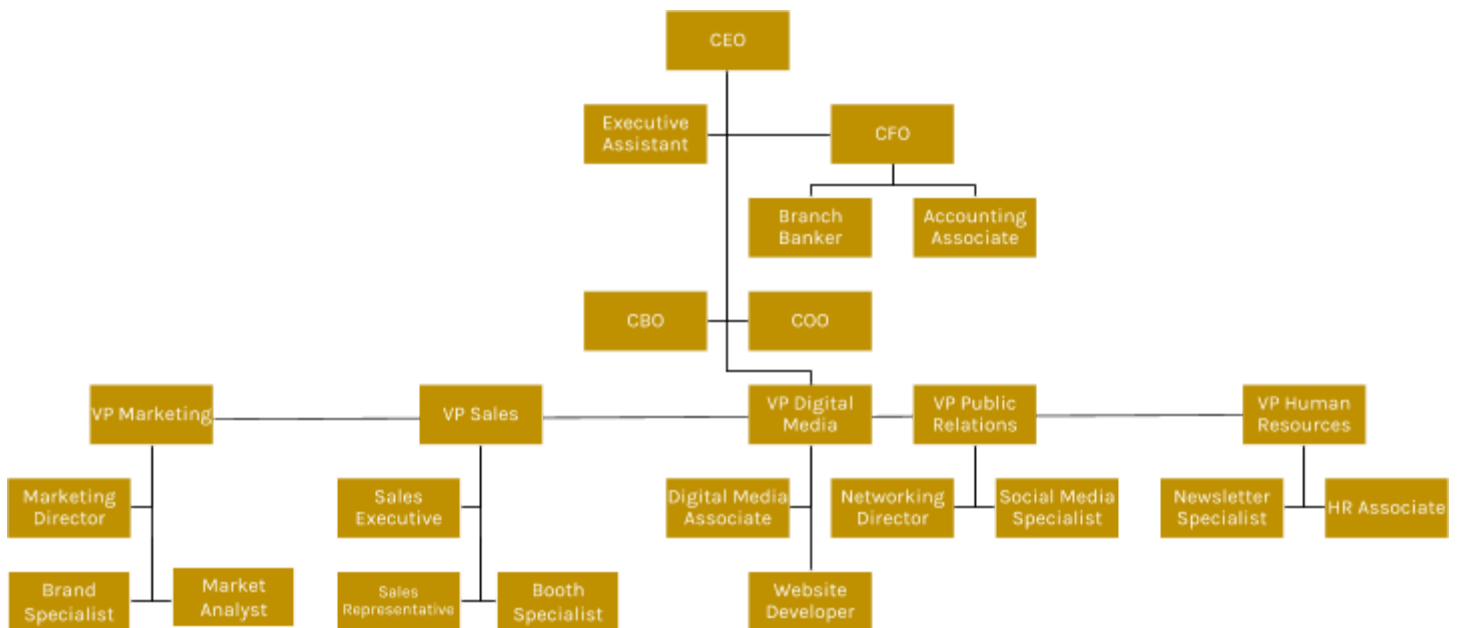
Welcome to Safe N' Sound! Familiarizing yourself with the company handbook will be crucial to your success throughout your employment. The handbook contains all the rules and policies which structure our business. The Handbook may be revised by Safe N' Sound's executive team at any time. Upon revision, the executives and HR associates will sign a revision completion form. Safe N' Sound works in accordance with both state and federal laws. Safe N' Sound will also follow any local laws, even if they are not specifically stated within the handbook.

What you can expect from Safe N' Sound

Employees of Safe N' Sound can a welcoming inclusive fun environment that provides training and all tools to complete the job. Another requirement of the employer is to recognize exemplary performance and to promote and motivate all others in the workplace towards a pursuit of our company vision.

What we expect from you

Safe N' Sound expects each employee to follow all company policies and procedures, to put forth their best effort everyday, commitment to our team, and to help out in ways unique to each employee's specific skills.



Employment

Full Time: For a single calendar month, the employee must work at minimum an average of 30 hours per week, or 120 hours of service per month. New employees to Safe N' Sound have a mandatory 30-day training period before they are considered a regular to the Company. Regulars receive benefits including sick leave, annual leave, and health insurance.

Part Time: For a single calendar month, the employee works less than the minimum average of 30 hours per week. They must also complete the mandatory 30-day training period before they are considered a regular. They typically do not receive the benefits of full time employment.

At Will Employment

Safe N' Sound is an at-will company meaning that either the employee or the employer can terminate employment at anytime for any reason and without notice.

Work Hours

There is normally a 9-hour workday at Safe N' Sound starting at 8:00am - 5:00pm. If there are conflicting issues between an employee's schedule and the work day, they should contact their manager to see if accommodation is possible.

Meals and Rest Periods

Each employee is granted one 15-minute break in each 4-hour work period and one 30-minute lunch break everyday. Employees must take their breaks and lunch break; continuing work

during break periods does not earn overtime minutes, and will not be paid.

Pay Days

Employees will be paid on the 30th of each month. Should a payday coincide with a holiday, employees will be paid on the preceding work day. See Finances for auto-deposit forms.

Performance Evaluation

We evaluate the performance of each employee throughout the year using our monthly evaluation sheets (Appendix A). Employees performance evaluation is based on the following criteria.

1. Quality of Work
2. Productivity
3. Dress for Success
4. Attendance
5. Communication
6. Personal Finance

Quality of Work describes the way in which the associate is able to apply their knowledge and ability to meet the job's requirements. **Productivity** outlines the associate's ability to follow and complete all assigned tasks found on department to-do list, in a timely manner. **Dress for Success** expresses the associate's grooming and dress according to the company image and standard. **Attendance** evaluates if the associate calls off in advance if tardy or absent.

Communication describes the associates ability to communicate with others and their responsiveness to others need of assistance as well as the associate's ability to adapt to new situations and their willingness to help out in emergencies. **Personal Finance** evaluates if the associate paid their bills and/or make their monthly purchase in the VE market.

Our Performance Evaluation forms contain a section called **Goals** which lists the expected objectives and responsibilities for the employee during the next month. This section is filled out for each employee by their supervisor during the second bi-weekly management meeting of the month. Another section of the form is the scoring rubric, which is used to assist the supervisors in the standardized evaluation of each category.

The employee will acknowledge receiving the evaluation by signing the evaluation report. Only high-performing employees will be considered for a raise in pay. However, a good performance evaluation does not insure that the employee will receive a pay increase, nor is it a promise of continued employment. All employees will be paid in accordance to the State and Federal minimum wage laws and overtime rules.

There are other forms of Evaluation such as Commendations (Appendix E) where any employee can recognize other employees on notable behavior and actions.

Company Policies and Practices

A. Zero Tolerance:

Safe N' Sound follows a zero tolerance policy for the following acts: Violence, Harassment, Drug and Alcohol Abuse, Theft, Insubordination, and Weapons. Any violations of the Zero Tolerance Policy may result in disciplinary action with possibility of termination. Other infractions may fall into this category.

1. **Violence:** Any acts of Violence are not permitted at Safe N' Sound, and Threats of any kind are considered acts of Violence. Acts of Violence may result in immediate termination.
2. **Harassment:** Harassment is defined as the ridicule and/or threatening behavior directed at a single individual or a group of individuals. Harassment may result in immediate termination.
 - Sexual Harassment consists of bullying, coercion of a sexual nature, or the unwelcome/inappropriate promise of rewards in exchange for sexual favors, which are in violation our policy and the law in general. Sexual Harassment training will be required for each employee working for Safe N' Sound. This will take place during employee training before employees acquire a position in our company. Understanding sexual harassment and how to report an incident will assist in minimizing conflict and discomfort from behavior associated with harassment. If sexual harassment occurs employees should immediately fill out the form found in the handbook or contact a Human Resources associate.
 - Gender Identity Harassment includes the purposeful misgendering and/or refusal to address a fellow employee by their preferred pronouns. This also includes denying an individual the right to use the equal opportunity restrooms on site. Any and all cases of Gender Identity Harassment should be reported to Human Resources immediately.
 - Multiple Sexual Harassment and Human Trafficking hotlines are posted around the office for employee use and in accordance with existing California laws.
3. **Drug and Alcohol Abuse:** Any associate under the influence of drugs and/or alcohol will be escorted off the premises and sent by public transport to our drug testing facility. This will be followed by an investigation by Human Resources. If an employee tests positive, and is willing, they can participate in our Employee Assistance Program (EAP). There they undergo rehabilitation, after which, they can return to work.
4. **Theft:** Theft of any kind will not be tolerated and may result in immediate termination.

5. Insubordination: The act of refusing to complete a job assignment or to act contrary to supervisor instruction.
6. Weapons: Possession or use of any dangerous weapons will not be tolerated on Safe N' Sound property. Safe N' Sound supports the Occupational Safety and Health Act (OSHA). Any employee caught with a dangerous weapon will be terminated immediately.
7. Parental Leave: Any qualified employees will receive the benefits of the New Parent Leave Act (NPLA) and the Family and Medical Leave Act (FMLA). This grants 12 weeks of parental leave to any eligible employee (1250 hours worked over the last 12 months) within one year of the child's birth, adoption, or foster care placement.

Progressive Correction

Safe N' Sound follows a Progressive Correction policy where a verbal warning is given to first offenders, followed by written warnings given to repeat offenders. Once an employee has accumulated three written warnings the employee will be removed from their position pending an investigation and re-evaluation. The Progressive Correction policy is as follows:

1. Verbal Warning: Required documentation in the form of a verbal report form.
2. Written Warning: Documents the offense and states the disciplinary action.
3. Suspension without pay pending termination.

A sample of an incident report can be found in Appendix G. This form should be filled out to document a Verbal or Written warning, as well as a proposal to Suspend. Progressive Correction steps may be skipped in instances of zero tolerance / at the discretion of the Human Resources department.

Company Benefits

The company has many non-compensatory benefits which are constructed to motivate employees. Some of these benefits include recognition, such as Employee of the Month, a variety of rewards included in the incentive program, and incentives earned through different company competitions. Some competitions include: arts and crafts contests in the monthly newsletter and most trade show sales. The company also holds company dinners at various restaurants where employees can build relationships with colleagues, building up the Safe N' Sound family. Other bonding activities include beach clean-up days where employees can support the company vision.

Open Door Policy

The Human Resources Department exists at the company to create a safe and productive environment. Should any employee have a problem, the firm encourages vocalization of grievances and concerns to the Human Resources Department.

1. **Suggestion Box:** There is an anonymous suggestion box, where at any time an employee can share their complaints or suggestions with the management. The box can be found at the front of our company office space. A suggestion form is also located on the Human Resources website, where any individual can submit suggestions online. All suggestions will be read and considered by the HR department. Not all submissions to the suggestion box will be executed, but all will be considered.

Attendance and Punctuality

1. **Tardy Policy:** To be excused from a tardy demerit, employees must call their department manager. If they cannot reach their department manager they should call someone in Human Resources as soon as possible. Three unexcused tardies will result in deduction from the employee's Evaluation sheet. All unexcused tardies after five offences results in a written warning.
2. **Call-Off Policy:** Taking personal/sick days requires the employee to call their department manager two hours before the work-day. Neglecting to do so will result in pursuit of the progressive correction policy by management. If an employee is out of work sick three days or more, a doctor's note is required to return to work.

Dress Code Policy

All employees must adhere to the following guidelines in regards to:

Casual Dress Days

- No visible tattoos, chains, garments with inappropriate wording/symbols.
- No visible undergarments or inappropriate belt buckles.
- Clothing options that expose undergarments (sagging or low belts, visible bra straps, low cut tops).

Formal Dress Days

The specific days are to be decided by the CEO, and on these days employees must dress in formal business attire. If an employee does not abide by these rules it will affect evaluation and result in Progressive Correction.

A Business Attire Loaning Closet and Donation Center is available at Safe N' Sound for employees that may not have sufficient funds for appropriate attire.

Transfer Policy

Employees are qualified for a department transfer after a year of working with Safe N' Sound. If the employee is in good standing 90 days prior to the request, they may apply for an internal transfer to another department. Transfers are only offered when available positions are posted. See Human Resources for list of open positions.

Personal Professional Development Plan

During the onboarding process employees are given the opportunity to complete a personal professional development plan. This plan asks questions such as: what do you want to do, why are you qualified, what field fits you the best, what is required of you and how you will get there. This plan maps out each employee's future, in efforts to help our employees achieve their goals. The personal professional development plan can be found in the appendices of this handbook or can be given to the employee by the Human Resources department.

Electronics Policy

Safe N' Sound allows the use of electronics on company premises exclusively for work purposes. The Company reserves the right to examine any electronic device at any time, if inappropriate usage is suspected. All intellectual property belonging to Safe N' Sound is prohibited to be downloaded and taken from company premises. Cell phones may be used at company trade shows to make sales. A computer is provided to complete work on company property.

Social Media Policy

Use of Social Media may create risks and/or liabilities for Safe N' Sound such as loss of confidential information. Per financial disclosure laws, it is illegal to provide inside information or "tips" to others informing them to buy or sell stocks or securities. Only personal opinions are allowed and never act as a spokesman for the company or anybody in it. Use of Social Media is prohibited while on work time, unless it is a work-related and authorized by a department manager.

Health and Safety

Safe N' Sound utilizes an Illness and Injury program compliant with California Law. All employees are responsible for their personal safety and the safety of all others at the Company. Should any injury occur on the job, an accident report must be filled in the Human Resources office.

Code of Conduct

Safe N' Sound's Code of Conduct policy details our commitment to ethical business conduct. All associates are expected to carry out business tasks with the highest standards of ethical conduct

as the basis for decision-making and to openly and truthfully discuss moral ethics in the midst of business action. Highest ethical and legal behaviors are expected of every associate, and associates must report instances that may be in violation of these standards. Employees are allowed to have a personal relationships with each other, unless one employee is reporting to the other.

Holidays

Days off include: Martin Luther King Day, Labour Day, President's Day, Memorial Day, Independence Day, Thanksgiving, the day following Thanksgiving, Christmas Eve and Christmas Day, others not mentioned if applicable.

Sick Leave

Employees will receive 24 hours of paid sick leave. Any employee that is absent 3 days or more due to illness must provide a doctor's note to return to work.

Vacation

Full-time employees (30 hours) are granted one week (30 hours) and half-time employees (<30 hours) are granted one week (20 hours) of vacation after the first year, and both full and half time employees are granted two weeks of vacation after their second year.

Paid time is also available for Professional Development Days, Pregnancy Disability Leave, Catastrophic Leave, Bereavement Leave, Military Leave, Mentoring Leave, Union Leave, and Jury Duty.

**2018-2019 PERFORMANCE EVALUATION CYCLE
ASSOCIATE SCORING RUBRIC**

Scoring Rubric (quality, productivity and finance categories)

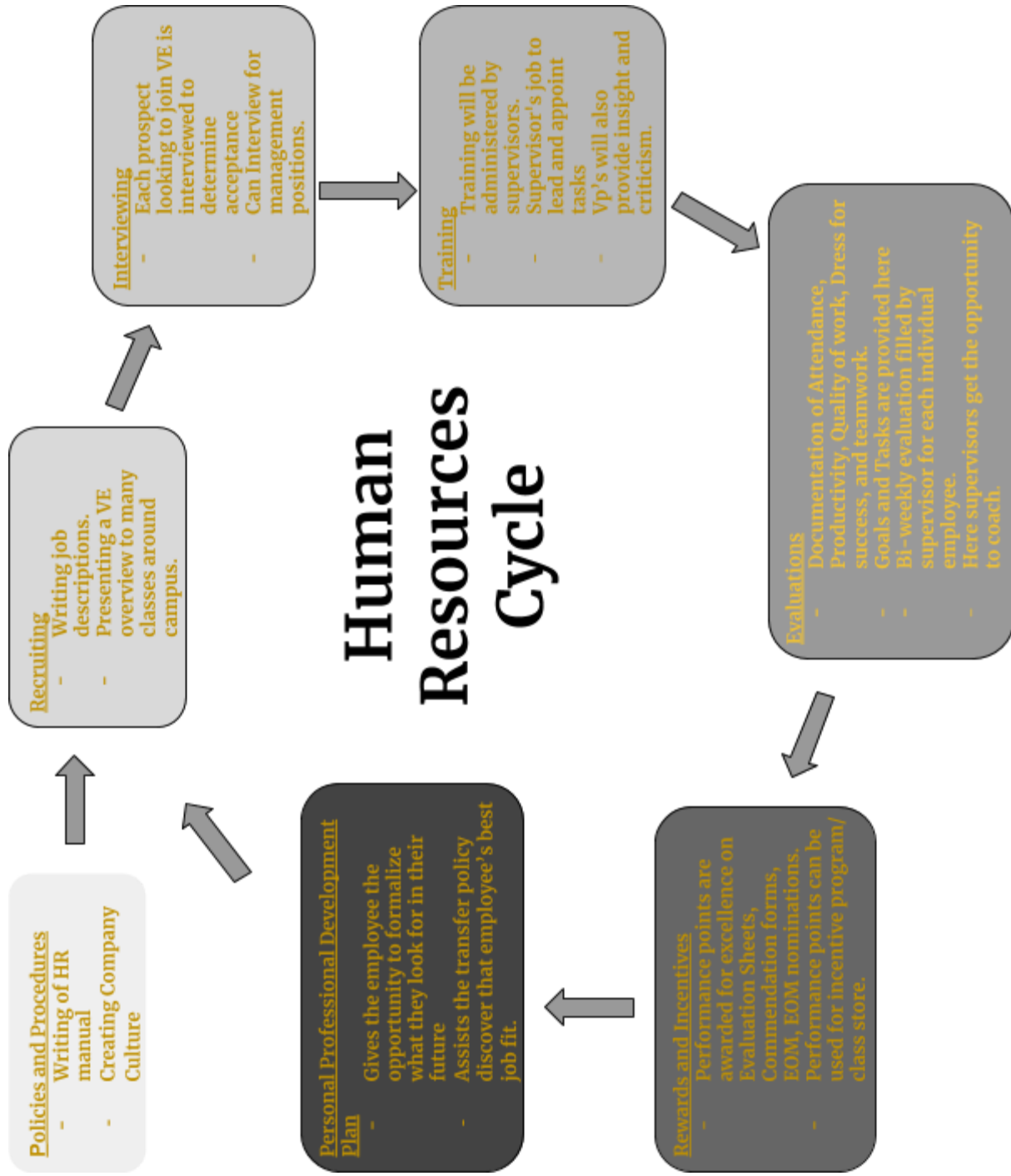
50 points given	Meets and Exceeds Expectations above avg	Frequently or contributes more than is required.
40 points given	Meets job requirements	Achieves the standards set for the job
25 points given	Needs Significant Improvement in Specified Areas	Needs improvement in an area or areas that are a priority for this position.
0 points given	Does Not Meet Expectations or Requirements	Fails to meet minimum requirements. Complete defiance

**Total Points: _____
230**

Your signature below indicates that you have reviewed the contents of this form with your supervisor.
(Print and Sign)

Associate:	Date:
Dept. VP:	Date:
Human Resources:	Date:

B.



D.

Accommodation Form

Associate Name	
Department & Position	
Date Requested	

Reasons for Accommodation

Supervisor Signature

Date

Approved

Denied

Reason for Approval/Denial

Human Resources Signature

Date

E.

Commendation

Associate Name	
Department & Position	
Date of Complaint	

Employee has performed above and beyond the expectations of their job description in the following ways:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

F.

Confirmation of Receipt

I have received a copy of the Safe N’ Sound Employee Manual. I understand it is my responsibility to read and follow all of the rules, policies, regulations and procedures of this handbook. Safe N’ Sound has the right to add, take away, and revise any part of the employee manual at any time. I agree to abide by all the policies and procedures set forth by this Employee Manual and any future revisions to it.

I understand that my employment is at-will, meaning that my employment status may be changed or terminated at any time for any reason. I understand that this handbook does not alter my at-will status.

I, _____, have read and understand this Employee Manual and agree to abide by all policies set forth in it.

Associate Signature _____ Date _____

Supervisor Signature _____ Date _____

Human Resources Signature _____ Date _____

G.

Adverse Behavior Record

Associate Name	
Department & Position	
Month	

Explanation of Occurrence (Give exact time, dates, and specific details.)

Employee's Remarks (If additional space is required, use reverse side.)

Check the type of action taken:

Verbal Warning Written Warning Suspension

Corrective Action to Be Taken

Your manager has recommended that you be terminated. The final decision will be made by the General Manager on the basis of the facts, company policy, and fairness. You are directed to report to your manager to learn the final decision on _____ at _____ o'clock.

During the period of suspension, the Human Resource Vice President will investigate the facts. If you believe you have information that will influence the decision, you should contact the Human Resource VP immediately.

_____ Associate Signature	_____ Date	_____ Manager Signature	_____ Date
_____ Supervisor Signature	_____ Date	_____ Witness Signature	_____ Date

If the associate refused to sign this notice, a witness should sign indicating that the form was read to the associate.

References

Fulton, Joni Hower. *Fostering a High Performance Workforce: Tips for Successful Leadership*. N.p.:n.d Print.

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