




2020 - 2021

# KATHY'S KITS


EMPLOYEE  
HANDBOOK


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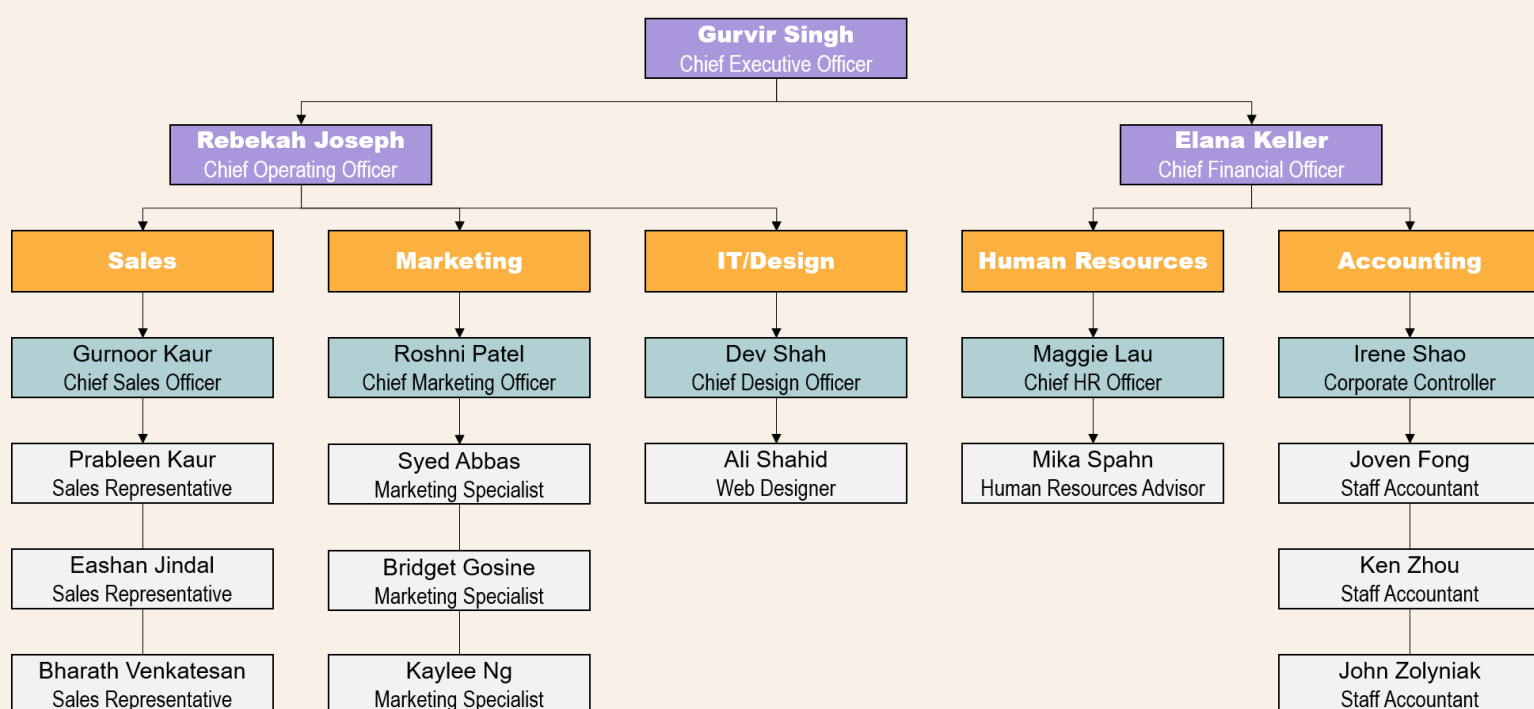
# COMPANY & MISSION

## COMPANY DESCRIPTION

Kathy's Kits is a Long Island-based party planning service that relieves the stress of having to plan a party by yourself. Our party-in-a-box service allows customers to choose a themed box that best suits their event, which then arrives on their doorstep. Our packages are full of customizable and eco-friendly party essentials including decorations, party favors, socially distanced games, and COVID protection essentials. With our innovative approach to party planning, Kathy's Kits will make your party a hit!

“ Our mission is to help create cherished memories through the ease of access to unique, affordable, and eco-friendly celebration essentials. ”

## ORGANIZATION CHART



## DESCRIPTIONS OF ROLES AND RESPONSIBILITIES

**C-Suite** members are in charge of managing all aspects of the company. This consists of setting company goals, managing all of the departments, delegating tasks, communicating with management, and assuring the quality of all work. C-Suite members must overlook departmental branches and inform employees of company strategies to generate business brand and growth. They must display leadership qualities and make high-stakes decisions that directly impact the company.

**The Marketing Department** is responsible for creating and maintaining a positive company image, establishing work and brand values, reaching out to prospects, customers, investors, and the community, handling promotions and Public Relations, and defining strategic marketing strategies.

**The IT/Design Department** is responsible for creating company website and services, handling designing to compliment company values, testing sites and other media platforms for usability, creating and maintaining operational applications: developing, securing, and storing electronic data that belongs to the company, and assisting in the use of software and data management to all functional areas of the company.

**The Human Resources Department** is responsible for recruiting qualified applicants in the appropriate departments, maintaining a safe work environment, handling employer and employee relations, managing compensation and benefits, and executing law compliance, warnings, and/or disciplinary actions in a professional manner.

**The Accounting Department** is responsible for establishing an effective payroll system, preparing financial reports and budgets, processing and organizing revenue tracking and maintaining financial records of business transactions, and performing audits within the business when required.

## DESCRIPTIONS OF ROLES AND RESPONSIBILITIES

The Sales Department is primarily responsible for developing sales packages, sales materials, and generating sales through a variety of channels. Firstly, the Sales Department must conduct research and determine the items to include within packages at a variety of price points. With the packages finalized, the department must develop a sales pitch to be presented to potential customers, as well as a sales brochure and other sales materials. The department must then begin to generate sales, through three main channels. E-commerce sales are generated through the website from other VE students. During a trade show, all employees act as salespersons and work towards generating sales, but it is the Sales Department's duty to train and prepare all employees for the trade show. The last source of revenue comes from reaching out to real world businesses outside of the VE network. The Sales Department must make sure to keep track of all inventory and associated recordkeeping, as well as working towards month-over-month sales growth.

## COMPANY CULTURE

At Kathy's Kits, we value our employees and their creativity to bring their best ideas forward to assist our customers in having the most memorable events. We root our company culture and ensure all of our employees display qualities of reliability, creativity, understanding, and passion. An open company environment allows any employee to speak up and voice their ideas, opinions, and feedback during department discussions as well as regular company-wide meetings. How we hire, reward, and recognize each of our employees is thoroughly thought through. Each month, an employee is rewarded and recognized as the Employee of the Month for their hard work and outstanding commitment to the company. We want to deliver the best possible service and products while maintaining strong, amicable relationships with our customers. We believe that the key to every celebration is personalization to make it just as unique as our customers' stories and celebrations, and we are here to assist our customers in achieving this. Here at Kathy's Kits, we are more than a service and more than a product: we are a driven community that is passionate about making celebrations into memories for life.

# COMPANY POLICIES

## PAYROLL

### Regular Pay

#### C-Suite

C-Suite Employees will earn a wage of \$18.15 an hour and may earn a commission and other benefits granted by the supervisor.

#### Managers

Each manager will earn a wage of \$16.50 an hour and may earn a commission and other benefits granted by higher authorities.

#### Regular Employees

Each regular employee will earn a wage of \$15 an hour and may earn a commission and other benefits granted by higher authorities.

### Overtime Pay

Employees must be paid at a rate of at least one and one-half times the employee's regular rate of pay for each hour worked in a workweek in excess of the maximum allowable in a given type of employment.

### Withholdings

Under The Federal Insurance Contributions Act (FICA) employers are required to withhold three separate taxes from the salaries they pay employees.

- 6.2% Social Security tax.
- 1.45% Medicare tax (the "regular" Medicare tax).

Under The Federal Insurance Contributions Act, employees are required to pay the employer's portion of two of these taxes.

- 2.0% Social Security tax
- 45.0% Medicare tax

## UNACCEPTABLE BEHAVIOR POLICY

Kathy's Kits is responsible for providing a safe, secure workplace and endeavors to ensure that all employees are treated in a respectful, fair manner and orderly operations provide the ultimate work environment. To maintain orderly operations and provide the ultimate work environment, a number of behaviors are regarded as incompatible with Kathy's Kits' goals, values, and program standards. The following are examples of behavior that are prohibited in the workplace. Those who violate one of the following will be asked to do a re-evaluation process with the Human Resources department and may face disciplinary action and may even result in termination of employment.

- Theft of company property, information, or of a fellow employee
- Destruction of company property or products
- Any form of harassment or discrimination
- Public disruption, impulsive outrage, or aggressive behavior in the workplace
- Use of abusive, threatening, or obscene language
- Distribution, possession, sales, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating equipment
- Public release of private information
- An unreasonable amount of tardiness or absences without notice
- Unsatisfactory Performance

### Policies on Time and Attendance

Employees are expected to begin work on time and work effectively with designated time for breaks. Departmental engagement is expected and necessary.

Employees are allowed 3 sick days and 2 weeks (14 days) for vacations with pay. Employees are required to provide notification in advance for any absences or tardiness with a verifiable, valid excuse. An employee is

eligible for an unpaid medical leave of absence under the following circumstances:

- For the birth and care of the newborn child of an employee;
- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

If an Employee reaches three unexcused absences, they will be given a warning. If the employee continues to have unexcused absences, he/she will be filed for an employee re-evaluation by the Human Resources department. In the re-evaluation process, co-workers in their department will be asked to give comments on their effort and the C-Suite will be notified. The evaluation will consist of an employee review to determine if he/she meets the requirements, expectations, and fits the company culture. Failure to meet these requirements may result in disciplinary action and termination.

### Conflict Resolution

The Human Resources Department is permitted to reach out to the C-Suite and Supervisor to discuss further consequences for any display of inappropriate or misbehavior not listed above. The consequence will be discussed with these departments in a meeting while reviewing the employee's file and performance records.

### Termination

Warnings, verbal or written, must be provided in advance of the permanent termination of any employee.

Employees who violate the policies and protocols indicated above are subject to permanent termination, at any time, by the C-Suite, Human Resources Department, or Supervisor after an open discussion unless the employee is a potential threat in our work environment.



## Professionalism

All employees are expected to abide by the rules and regulations stated in the Employee Handbook and meet the required standards of professionalism stated. Professional ethics and behavior are expected of all Kathy's Kits' employees. Relationships shall remain professional and all employees must be respected and treated with fair judgment, diplomacy, and courtesy to fellow co-workers.

All employees are expected to adhere to a professional image when representing our company. The supervisor has the right to deem what is professional attire for our company. This includes:

- Wearing shirts, shorts, or skirts at the appropriate length with no visible undergarments
- Wearing clean clothes in good condition with closed-toed shoes
- Being groomed, neat, and clean while on the job

## Conflict of Interest

This statement is directed not only to the C-Suite and managers, but to all employees who can influence the actions of Kathy's Kits. For instance, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning our company.

Violation of any and/or more of the following conducts that display unfaithful and unprofessional behavior or impedes company obligations will result in termination.

All employees are obligated to refrain from the following:

- Activities or associations inconsistent with the company's best interests overbroad
- Doing business or work with a competitor
- Taking advantage of/or providing disclosed company information to another company for personal gain
- Accepting a high-stake offer or impulsive acting on a high stake business decision without discussing with the C-Suite.

## RECRUITMENT POLICY

All employment opportunities at Kathy's Kits must work a minimum of 8 hours working day period. The following regulations contain personnel policies relevant to faculty.

### Recruitment and Appointment

It is our policy and intent of our company to provide equal employment opportunities to all qualified people. This policy prohibits discrimination and unfair treatment under the following categories:

- Race, ethnicity, and/or national origin
- Religion
- Sex, gender identity, and/or sexual orientation
- Age
- Pregnancy
- Disabilities and genetic information

Upon recruitment and selection approval of a job offer request, the hiring official will contact the selected candidate to make a written or verbal offer.

- If the written or verbal offer is accepted, the hiring official must follow up with a signed job offer letter to the selected candidate and submit the candidate's signed employee handbook and additional paperwork.
- If a written or verbal offer is declined, the hiring official must select the next qualified candidate and follow up with the exact same procedure as indicated in Recruitment and Appointment.

### Complaints

Any employee who believes that they have been subject to discrimination on the basis of race, color, sex, age, disability, religion, belief, class, or citizenship, may file a complaint to be reviewed and evaluated.

Any complaints or issues about breaches of the recruitment policy will be dealt with in accordance with the HR Department.

## Diversity & Inclusion

- Kathy's Kits is committed to achieving diversity in education and employment
- All employees of Kathy's Kits have the right to be treated fairly and equitably
- There is equitable access to conditions and benefits of employment for all staff
- All employees are entitled to a work and study environment free from unlawful discrimination, harassment, vilification, bullying, or other adverse and inappropriate behaviors
- All employees have the right to raise constructive complaints under Kathy Kit's complaints procedure without fear of retaliation or victimization

## SCREENING POLICY

### Internet/Email/Social Media

Both corporate and social media use must be appropriate and not demonstrate any acts stated under the "Unacceptable Behavior policy"

### Confidentiality

Kathy's Kits requires all employees to sign a confidentiality statement as a condition of employment, due to the possibility of being privy to information that is confidential and/or intended for the company use only. All employees are required to maintain such information in strict confidence. The policy benefits employees, by protecting the interests of Kathy's Kits in the safeguard of confidential, unique, and valuable information from any external sources like companies, competitors, internet (and related options), and/or individual(s) will result in further disciplinary action and even termination of employment. The extent of the violation will be discussed with authorities. All documentation of the screening process will be maintained for each employee and placed in a confidential file.

## ELIGIBILITY POLICY

Each potential or current employee must meet the criteria below. The supervisor, C-suite, and HR department should be knowledgeable of and understand all eligibility criteria required upon hiring for Kathy's Kits.

### C-Suite

The C-Suite should understand and adhere to all of the following:

- Knowledgeable of every protocol and procedure in the Employee Handbook
- Be familiar with the functions of a business hierarchy and the roles of each department.
- Display leadership qualities
- Take accountability for their designated departments and communicate effectively about to:
  - Chief Executive Officer (CEO) → CFO and COO
  - Chief Financial Officer (CFO) → Accounting and Human Resources Departments
  - Chief Operations Officer (COO) → Sales, Marketing, and It/Design Departments

### HR Department

- Demonstrates exemplary communication skills
- Works well in a collaborative environment
- Understands the necessary requirement eligibilities to recruit diverse employees
- Highly recommended prerequisite of Business Management

### Sales Department

- Have negotiation and presentation skills
- Works well in a collaborative environment
- Can contact potential consumers and companies to sell our products
- Highly recommended prerequisite of Career and Financial Management

### Accounting Department

- Familiar with financial organization and banking process (use of QuickBooks, excel)
- Understands how to track, analyze, and maintain financial records
- Knowledgeable of how to write financial reports
- Works well in a collaborative environment
- Highly recommended prerequisite of Accounting I

### Marketing Department

- Demonstrates an understanding of target market needs
- Takes initiative to improve marketing materials by listening to feedback
- Works well in a collaborative environment
- Highly recommended prerequisite of Principles of Marketing

### It/Design Department

- Familiar with computer design programs and above-average technology knowledge
- Knows how to code, plan, organize and design electronic data operations
- Works well in a collaborative environment
- Highly recommended prerequisite of Advertising Design

# EMPLOYEE PERFORMANCE EXPECTATIONS & BENEFITS.

## COMPENSATION

Workers' Compensation laws compensate for accidental injuries and disabilities suffered during employment through our company. Kathy's Kits provides this insurance for all employees. The insurance covers but is not limited to the following: lost wages, medical and surgical expenses, and assistance in injured employees in order to return to employment.

## EMPLOYEE BENEFITS

### Professional Development

When recruited, employees are expected to learn the skill-based training specialized in their department. This permits all of Kathy's Kits' employees to learn and develop conceptual information as well as program skills specifically used for our company that broadens their general and technical knowledge. If assistance is needed, employees can contact HR who will coordinate a skills training session with a compatible coworker from the same department.

### Working from Home

As a semi-virtual company, we allow our employees to request remote working in circumstances when necessary. Following cybersecurity precautions and maintaining your video camera is essential.

### Company Issued-equipment

If needed, the company will provide you with the electronics and resources you need to work effectively and efficiently per request. This includes phones, laptops, and any electronic devices utilized in the office that you may need to complete your job. This equipment should be kept clean and respectively taken care of. Any damage to the equipment,

some involving: shattering, water-damage, screen destruction, scratches, dents, and any case of further destruction that interrupts the proper use of the equipment, will be handled in the discussion. Company authorities are permitted to revoke money out of an employee's paycheck to cover the expense of any damage done.

### Employee Expenses

As a Kathy's Kits employee, work-related expenses will be covered by the company with a reimbursement process.

## PERFORMANCE EVALUATIONS

Every employee is required to fill out a quarterly formal performance appraisal report.

Reports will be reviewed by HR. Poor effort and evaluations will be reported to and discussed with the C-Suite higher powers.

## RETIREMENT PLANNING/EMPLOYEE MOTIVATION

Employees and the company contribute finance to the federal Social Security Program. This grants retirees benefit payments and medical coverage. All employees are eligible for a 401k retirement plan with Kathy's Kits. Employees will have the choice of their personal 401k quantity. The contribution will be deducted from employees' salary on a pre-tax basis and will be rewarded with retirement.

# EMPLOYEE ACKNOWLEDGMENT & CERTIFICATION

\*\*The following page is a letter of employee acknowledgment and certification on our official letterhead. This form is required to be filled out by every employee of Kathy's Kits.

# KATHY'S KITS

(516) 305-8700  
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I, \_\_\_\_\_, certify that I have received a copy of Kathy's Kits employee handbook.

I understand and agree that it is my responsibility to thoroughly and fully read and understand the policies set forth.

I agree to follow these policies presented in the employee handbook.

I acknowledge that I should consult Human Resources with any questions, comments, or concerns regarding my employment. I understand that my employment can be terminated at any time with or without cause, for any reason or no reason, and with or without notice by me or by the company.

I understand that the company reserves the right to make incommunicado changes in the policies, procedures, and benefits at any time with or without direct personal notice.

**Date:** \_\_\_\_\_

**Employee Signature:**

\_\_\_\_\_

**Employee Full Name (PRINTED):**

\_\_\_\_\_