

NOT YOUR GRANDMA'S PUDDING



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Welcoming Letter from Our Chief Executive Officer

To the New Employee of Not Your Grandma's Pudding,

Welcome to Not Your Grandma's Pudding! I want to personally welcome you to the one and only boba pudding company. We are extremely grateful that you have chosen to join our team and become a part of our family forever. Similarly, to the comfort you found while eating your favorite foods with your grandmother, we aim to provide that same sense of comfort and family to our customers.



Our employees are very hardworking and strive to provide the best quality experience for everyone they encounter. Please know that if you have any questions or concerns, our Human Resources department is always available. The tools and resources are very accessible, and we encourage you to take full advantage of everything offered.

I hope you are ready to work hard and prepared to work at the greatest company in the world. Best of luck in your new position!

Best wishes,

Alexandra Pollak

Alexandra Pollak
Chief Executive Officer



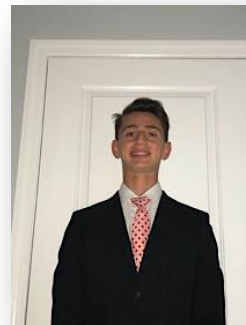
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Welcoming Letter from Our Director of Human Resources

To the New Employee of Not Your Grandma's Pudding,

Welcome! This is a very exciting time for you. I am pleased that you have decided to join our company. We are the only boba pudding on the market providing comfort food for all. We work to provide the same feeling people got while eating pudding made by their grandmother, with the added twist of boba. The uniqueness of our product is extremely important to us.



Employees are hardworking and give the time to really get to know and help everyone they meet. If there are any questions, concerns or if you simply need someone to talk to, please feel free to reach out to me or anyone else in the Human Resources department. I hope that you will use all the resources that are provided by our company.

Once again, congratulations on receiving your new position. I hope that you are ready to work hard at our company. Good luck!

Sincerely,

Jared Nachmias

Jared Nachmias
Director of Human Resources



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1 COMPANY AND MISSION

1.1 Company Description

Not Your Grandma's Pudding (NYGP) is an American dessert company dedicated to providing comfort to our customers with our groundbreaking boba pudding. To enhance the flavor and texture of our pudding, we add **boba**, a little circular gummy which gives our pudding a unique taste and mouthfeel. By combining boba with a classic treat, pudding, we provide never-before-seen comfort food for our target market to enjoy.

NYGP was founded by 18 like-minded and dedicated business students in October 2020 at Syosset High School, 70 South Woods Road in Syosset, NY. Determined to dominate the dessert market with our unique product, NYGP filed an "election to create an S-Corporation" with the IRS and NYS within 150 days of the formation of our corporation.

Since we currently have less than 100 shareholders, NYGP filed as an S-Corporation to have limited liability protection of our assets, the ability to pass our profits directly to our 18 domestic shareholders and avoid double taxation while doing so. We will report profits and losses of our shareholders to the IRS through the issuance of a K-1 to each shareholder. NYGP launched a \$20,000 seed grant from the Long Island Virtual Enterprise International Central Office.

1.2 Mission Statement

"To provide experiential comfort to our customers through a favorite dessert with a modern twist."





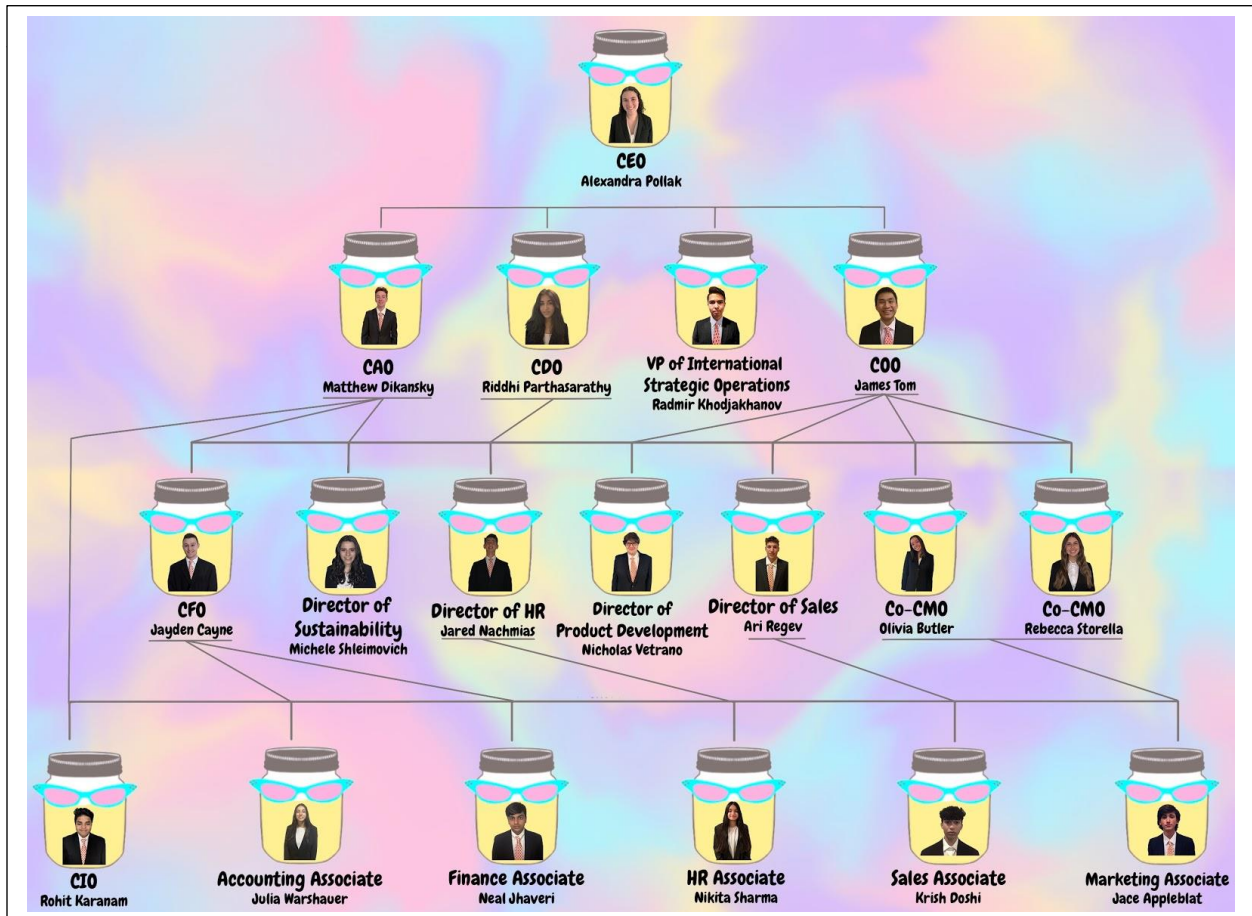
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1.3 Organization

As chocolatier Milton Hershey once said, “Business is a matter of human service”. The NYGP organization strives to serve its customers and employees by creating a thoughtfully designed workplace. The hierarchical organizational chart visually establishes the business’ chain of command, while placing each employee in a location to maximize their efficiency within our firm. By utilizing the PRIDE character system, we instill good morals in our employees through *Patience, Respect, Integrity, Dignity, and Empathy* towards everyone they encounter.

1.4 Organizational Chart





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1.5 Company Culture

Here at NYGP, we are actively working to create a business environment that allows employees to have both their ideas heard and collaborate with people from every department. This allows each employee to frequently give their input, especially since NYGP is currently operating in a virtual environment and promotes the idea that as a company, we will listen to that employee. Giving employees the opportunity to work with members in other departments allows for more coherent ideas and fosters creativity throughout the business.

1.6 Job Descriptions

Chief Executive Officer (CEO)

The Chief Executive Officer oversees and directs the company. Their responsibilities include leading the team, organizing meetings, coordinating department policies and tasks, and assisting when in need. The CEO oversees each task and is responsible for ensuring that all meetings and events run smoothly.

Chief Administrative Officer (CAO)

The Chief Administrative Officer is responsible for project management of keeping the finance and sustainability department on task. They are expected to consult with the CEO with status reports and must analyze department data in order to create company goals and procedures. These effective procedures are utilized to manage organization within the business.

Chief Operating Officer (COO)

The Chief Operating Officer is responsible for filling in leadership gaps, operations, and issues. They are expected to manage, lead, and supervise business employees. Alongside operating, the duties of our COO include reaching out and learning new perspectives to incorporate into the



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business and aiding team members to work hard. Some qualities that a COO must inherit are being creative, helpful, and innovative.

Chief Financial Officer (CFO)

The Chief Financial Officer manages the Accounting and Finance Departments, delegates financial responsibilities, and manages the company's financial plans and policies. The CFO is expected to coordinate with the Sales Department to record goals, projections, and sales records.

Chief Marketing Officer (CMO)

The Chief Marketing Officer oversees company advertising, promotion, and marketing. They are expected to post on social media once a day, as well as assign tasks to those within their department. Alongside marketing specific responsibilities, the CMO works closely with Sales, Sustainability, Finance, International Strategic Operations, and Technology.

Chief Diversity Officer (CDO)

The Chief Diversity Officer is expected to ensure the company is inclusive towards the customer base. They work closely with HR in order to complete tasks, establish policies, and promote company culture and vision. The CDO oversees operations within the business in order to secure company values.

Chief Technology Officer (CTO)

The Chief Technology Officer manages the technology department, making sure that the website is up to date with the pudding of the month, and adding more photos when needed. Additionally, this position is responsible for helping other departments with technology issues whenever needed.



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VP of International Strategic Operations

The VP of International Strategic Operations oversees sales with international companies. In this position you will work closely with the sales team and help to make sales during trade shows.

Director of Human Resources

The Director of Human Resources oversees the HR department. They are responsible for working with other departments such as Sales, Sustainability, Finance, International Relations, and Tech. They must perform evaluations weekly and make sure everyone is getting along. Lastly, they oversee writing a portion of the Employee Handbook manual.

Director of Sustainability

The Director of Sustainability manages our company's sustainability efforts. The person in this position is responsible for making sure that we use recyclable materials in our product, and healthy ingredients. Also, this position helps to make sure that NYGP works to be more socially responsible.

Director of Product Development

The Director of Product Development is responsible for coming up with new flavors for our product, including the flavor of the month. This position is to create nutrition labels for each new flavor and inform our company of what is in our product to make sure that they know what one with allergies can and cannot have at our store.

Director of Sales

The Director of Sales is responsible for making sales for the entire company and reporting all sales to the management team. This is an important position because sales are the only way that



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our company makes a profit. This position will also work with Finance to make sure that all sales are reported.

Human Resource Associate

The Human Resource Associate will assist the Director of Human Resources. They must create the Employee Handbook manual and will conduct weekly evaluations with the Director of Human Resources. They must also make sure that everyone gets along and must assist with working with all departments.

Accounting Associate

The Accounting Associate will work with the Chief Financial Officer and ensure that our profit and loss statements are correct. The Accounting Associate helps to deal with the payroll of all employees and receives sales reports from the CFO.

Finance Associate

The Finance Associate is responsible for keeping track of the amount of money that is being spent by the company. They must complete the work given by their supervisor and keep track of the amount of income coming in from sales for the company. They will work closely with other departments such as Sales, Sustainability, Finance, International Relations, and Tech.

Sales Associate

The Sales Associate is responsible for making sales in the Virtual Enterprise world. They must work closely with Marketing to make sure that people are aware of the product and must notify the Finance department when sales transactions are made. They must ensure that employees have personal transactions on the Virtual Enterprise Hub to assist the economy.



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Marketing Associate

The Marketing Associate will create advertisements for the company, post on the company Instagram account, complete assignments given by the Chief Marketing Officer, and create promotions. Lastly, they must work with other departments (i.e., Sales, Sustainability, Finance, International Relations, and Tech).

2 ESG COMMITTEE

NYGP incorporated an Environmental, Social, and Governance (ESG) committee within our business in hopes of creating a sustainable, equitable, and healthy community. We strive to build an ethical atmosphere within our company and maintain a trusting and loyal relationship with our customers. Our ESG committee has created several goals in order to build a healthy community. We would like to create an organic line. An organic line would help make NYGP more inclusive. Customers who may have health restrictions will have the option of purchasing from this line. NYGP strives to reassemble our supply chain by utilizing fair-trade products. Fair trade is a way of buying and selling goods that gives farmers a livable wage and better working conditions. It eliminates any harmful procedure that one may endure during the process of producing goods. In order to educate yourself about this line of work and gain advice from experts, NYGP plans on collaborating with Island Harvest and volunteering with them in order to build fair relationships within our company. We strive to create change in our world, starting with our own community.

3 DIVERSITY AND INCLUSION

NYGP is an equal-opportunity employer. We extend equal opportunities to all individuals without regard to race, religion, color, sex, national origin, disability, age, sexuality, or any other status. Our policy reflects and affirms NYGP's commitment to the principles of fair employment



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and the elimination of all discriminatory practices. NYGP is committed to cultivating and preserving an atmosphere of culture of diversity, equity, and inclusion. Our employees are expected to maintain respect and dignity when communicating with one another during work hours, off work hours, as well as during competitions and events.

4 COMPANY POLICIES

4.1 Attendance & Payroll

Each member of NYGP is expected to arrive at class on time. This means logging into our Google Meet, with the camera on, prior to the start of the class period, and when in person arriving to class and logging onto the google meet before the bell rings to start the period. Our daily Google Meets will start at 12:06 pm every day, Monday to Friday. Employees are also expected to make any additional calls that may occur after office hours with their department, or entire company calls. Members of our team will be paid on the 30th of every month. The salary of each employee is stated in their contract. Employees will receive their paychecks directly deposited into their bank accounts in order to limit contact between employees.

4.2 Professionalism

Anti-Harassment and Non-Discrimination- NYGP personnel shall not discriminate against other NYGP personnel based on race, color, sex, religion, age, national origin, disability, or sexual orientation. At NYGP we have a zero tolerance for sexual harassment, and if one of our employees is or becomes a victim of sexual harassment, they can contact someone in HR to talk to. We will offer any employee the time they need to talk and offer resources outside of the company they can use to deal with their trauma.

Performance and discipline- NYGP performance reviews will be completed in writing by the Human Resources department based on weekly tasks set forth by department managers and the



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CEO and reviewed during a conference. Factors include the quality of job performance, attendance, meeting the requirements of the job description, attitude, and cooperating with other employees.

Workplace Health and Safety- NYGP strives to provide a clean, hazard-free, healthy, and safe environment for NYGP personnel. Every effort is made to comply with all relevant federal, state and local occupational health and safety laws, including the federal Occupational Safety and Health Act. Additional information can be found in the compliance policy.

Employee Assistance Program (EAP)- If any employee is found to be under the influence of either alcohol or drugs of any kind during office hours, the employee will be placed on a leave of absence. Once this begins, the employee will be contacted by the Human Resources department who will strive to help create an assistance plan. Once the employee shows that they are getting help, we will consider allowing them to return to the company.

Employee Code of Conduct-

Dress Code- NYGP personnel shall wear formal business clothing for trade shows, unless told otherwise by the administrative board. During office hours, NYGP personnel should be dressed respectfully. NYGP personnel are expected to have their cameras turned on during company calls and show full attention. This includes but is not limited to: sitting up-right at a desk, having a full face in the camera, and keeping microphones muted while another employee is speaking.

Cyber Security- NYGP personnel shall use one of the following approved means of communication during class: Zoom, Google Meet, or Wonder. Employees shall have access to our social media accounts (Instagram, Facebook, etc.). Anyone that has access to our social



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media accounts and either posts on them or uses direct messages to communicate with other firms should be aware that they are representing NYGP while doing so.

Cell Phones- NYGP personnel are to not use their cell phones during company meetings. They are, however, responsible for using their cellphones to communicate with other members of the team, especially since a good number of our team is working from home, it is important that we maintain effective communication. We have implemented a company group chat, keeping all our personnel informed with the most up to date information. Employees can use their phone, if they are either posting on our social media account or communicating with other firms to make sales.

Internet Policy- While our team members are in class, they should only be using computers and other pieces of technology for class purposes. This means that employees should not be checking their personal social media accounts, or texting non-members during class. Employees should be actively engaged in their work and when on calls, be actively listening to the information given. Employees may use computers to work on tasks, and talk with other members via Zoom, Google Meet, or Wonder. They should also complete all their work on the NYGP Gmail account.

Healthy Workplace Communication- NYGP employees will make sure to constantly communicate with their managers on the tasks that are being completed. In order to initiate a positive environment, our employees are mindful of each other's perspectives and opinions and are consistently vouching for new ideas in our company and department group chats.

5 EMPLOYEE PERFORMANCE AND BENEFITS

NYGP personnel will be assessed every Friday based on the following criteria:

- Employees work to their fullest potential.
- Employees must complete the tasks that have been assigned tasks at the beginning of the week by their manager.



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- Employees communicate with both their manager and anyone else that they may need to contact to ensure that they can complete their objectives.
- Employees must ensure that all the assignments are finished on the correct due date to ensure that the company runs as efficiently as possible.
- Members of each department are expected to respectfully work together to complete weekly tasks.
- All employees should be nice to each other and be willing to help in other departments where they can be helpful.
- Every employee should arrive to class on time and every day. Additionally, every employee must attend any necessary additional meetings.
- Each employee should have a positive attitude at meetings, and demonstrate all aspects of PRIDE (Patience, Respect, Integrity, Dignity and Empathy).
- Employees should show initiative while working on presentations and other tasks. They can demonstrate this by participating in company discussions, sharing ideas, and consistently working beyond what is expected of them.
- Every employee is required to incorporate diversity and inclusion. By promoting equality and acceptance, individuals eliminate any chance of discrimination. We advise our employees to be tolerant and open-minded when communicating with others. By acting inclusively, employees are respected and can communicate freely with one another.

5.1 Employee of the Month Recognition

The employee receives recognition on our Instagram page and a shoutout in class based on their excellent job performance, delivering high quality of work consistently, possessing leadership qualities, attendance, and promoting a pleasant working environment. According to a Bersin by Deloitte study, companies with recognition programs that effectively improve employee engagement have a 31% lower voluntary turnover rate than those who promote ineffective recognition programs.



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5.2 Professional Development

NYGP is actively trying to improve our employees' skill sets. Members are encouraged to learn new skills and enhance those that they may already have. This allows our employees to be as up to date on as many new techniques as possible, allowing the company to be as well. NYGP also encourages our personnel to step out of their box, and try something new, for example, if one employee is not a confident presenter, we encourage that employee to work with other employees who love to present. This allows our employees to be encouraged to try new things and expand their knowledge.

5.3 Employee Benefits

1. *Employee health (medical insurance)* = 1.45% of gross pay
2. *Volunteer Days*= 1 day per month
3. *Personal/ Medical leave*= These days are not including any days that are needed to be taken off as a result of the COVID-19 pandemic.

Safety During COVID-19. In response to COVID-19, NYGP has implemented quality systematic hygiene and infection control practices in the workplace. This includes, but is not limited to, the following:

- Promoting frequent and thorough hand washing by providing employees with a place to wash their hands. In addition to soap and running water, we provide hand sanitizer in various locations throughout our office.
- Encouraging employees to stay home if they are sick or experience any COVID-like symptoms.
- Incentivizing respiratory etiquette: covering coughs and sneezes.
- Providing employees with tissues and trash receptacles.



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- Wearing face masks at all times.
- Enforcing social distancing (Maintaining a 6-foot distance from others).
- Providing a plexi-glass covering for each individual workspace for additional protection.
- Enforcing touchless temperature checks upon arrival to school and review of signs and symptoms prior to arrival at the workplace.
- Filling out an employee COVID-19 daily questionnaire prior to arrival.
- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment (windows are always open).



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6 APPENDIX

CEO Contract

Welcome to Not Your Grandma's Pudding. We are so excited to have you on our team. You are about to assume the role of overseeing the entire company. The following is a list of items that they will be responsible for:

- In charge of the C-Suite
- Help each department when needed
- Help to present presentations at Trade Shows
- Organize meetings outside of the classroom
- Give each department their assignments for the week
- Make sure that each department is doing their work

Your Salary will be \$3,125 per month. This is a salary that you are to use only on the VE Hub to purchase products from other VE companies.

Here is a list of some of the rules that you **MUST** follow while working at this company:

- Get to class on time every day (Whether that be being in the classroom or signing on while at home).
- Meeting every deadline that is assigned by your supervisor.
- When working on an assignment in class, make sure that is the only thing you are working on,
- Check to GroupMe chat and keep your supervisors notified of how your work is going.
- Have Fun.

Signature

X *Alexandra Pollak*

Date: 10/26/20



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Director of HR Contract

Welcome to Not Your Grandma's Pudding. We are so excited about having you on our team.

You are about to assume the role of overseeing the Human Resources Department. The

following is a list of items that they will be responsible for:

- In charge of HR Department
- Working with other departments
- I.e., Sales, Sustainability, Finance, International Relations, and Tech
- Perform Evaluations weekly
- Make sure everyone is getting along
- Writing a manual

Your Salary will be \$1,875 per month. This is a salary that you are to use only on the VE Hub to purchase products from other VE companies.

- Here is a list of some of the rules that you **MUST** follow while working at this company:
- Get to class on time every day (Whether that be being in the classroom or signing on while at home).
- Meeting every deadline that is assigned by your supervisor.
- When working on an assignment in class, make sure that is the only thing you are working on,
- Check to GroupMe chat and keep your supervisors notified on how your work is going.
- Have Fun.

Signature

X *Jared Nachmias*

Date: __10/28/2020__



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8 ACKNOWLEDGMENT OF RECEIPT

I understand and agree that:

1. The statements in the Employee handbook are intended to serve as general guidelines for NYGP and include existing policies, procedures, practices of employment and employee benefits.
2. Nothing contained in the Employee Handbook is intended to create, nor shall it be construed as creating an expressed or implied contract or guarantee of employment for a definite or indefinite term.
3. From time to time, NYGP may need to clarify the information contained in the Employee Handbook and the company should inform me when changes occur.
4. I have received a copy of NYGP Employee Handbook, have read and understand the information contained in the handbook, have asked any questions I may have concerning its contents and should comply with all policies and procedures to the best of my ability.
5. I may retain this booklet in my possession while the company employs me, or until I am requested to return it.
6. I will not reveal the contents of this booklet to anyone outside the company.

Signature

Date

Full Name (please print)



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