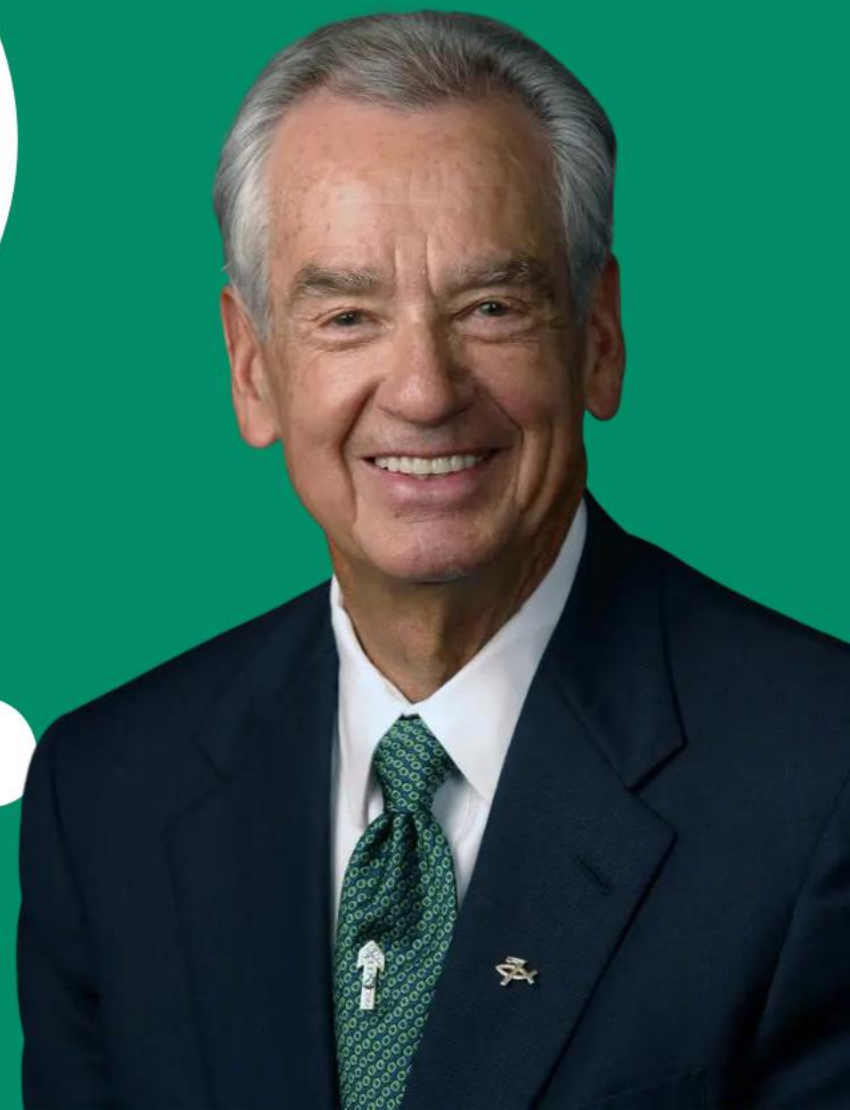


The background is a light blue field filled with various white line-art icons of fruits and vegetables, including apples, oranges, lemons, limes, watermelon slices, pineapples, strawberries, kiwis, and avocados.

**F**  **OOD** **4** **T**    **H**  **UGHT**

“You don’t build a business – you build people – and then people build your business.”

- Zig Ziglar





“Train people well enough so they can leave. But treat them well enough so they don’t want to.”

- Sir Richard Branson

The background is a light blue field filled with various white line-art icons of fruits and vegetables, including apples, oranges, lemons, limes, watermelon slices, pineapples, strawberries, kiwis, and avocados.

**F**  **OOD** **4** **T**    **H**  **UGHT**

# HR MISSION STATEMENT

**"We are committed to providing our employees a safe, welcoming, and fair work environment with equal opportunity for professional and personal growth."**

# HUMAN RESOURCES DEPARTMENT



ANALYST  
LILY DOTY



DIRECTOR  
MYA FULLMER



ANALYST  
KATHERINE CHAIDEZ

# FOOD4THOUGHT EMPLOYEE HANDBOOK



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✉️ food4thoughtve@gmail.com

🌐 food4thoughtvei.com

☎️ (661) 324-9841

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## e. Job Descriptions:

Chief Executive

### e. Job Descriptions:

Chief Executive Officer (CEO)	The Chief Executive Officer manages the Food4Thought vision and ensures that its goals are achieved.
Chief Operations Officer (COO)	The Chief Operations Officer works directly with the CEO to help execute Food4Thought. They are in charge of the company's sales and marketing goals.
Chief Financial Officer (CFO)	The Chief Financial Officer is responsible for managing the funds of the company Food4Thought. They guide the other Finance Specialists to keep track of the money received and spent in Food4Thought.
Payroll Specialist	The Payroll Specialist manages and oversees all aspects of Food4Thought's payroll. They also ensure that all Food4Thought employees receive the correct amount of pay.
Accountant	The Accountants work under the CFO to track the Food4Thought finances.
Chief Marketing Officer	The Chief Marketing Officer is in charge of finding the Company's target market and making the product appealing to them. They lead the marketing team.
Products and Production Manager	The Products and Production Manager specialist ensures that all snacks are safely produced and meet state and national health guidelines.
Production Specialist	The Production Specialist works under the PPM and is responsible for producing snack boxes.
Social Media Analyst	The Social Media Analyst oversees Food4Thought's social media accounts, including Instagram Twitter, and TikTok.
Public relations Officer	The Public relations officer works with community leaders to build brand awareness and philanthropic opportunities.
Vice President of Sales	The Vice President of Sales oversees sales associates and is responsible for creating sales campaigns that educate and inform customers.
Sales Associate	Sales Associates inform potential customers of products and promotions and also answer general customer questions/
Human Relations Director	The Human Relations Director works with the executive team to oversee Food4Thought's company policies and procedures that impact all employees.
Human Resource Analyst	The Human Resource Analysts are responsible for working with employees to implement, or provide any needed clarity to, company policies.

# EMPLOYEE AGREEMENT

## ACKNOWLEDGEMENT OF RECEIPT

I, \_\_\_\_\_, as an employee of Food4Thought, acknowledge that I was presented, and read, the company Employee Manual. I hereby agree to all terms and conditions set forth in this Employee Manual and will follow all procedures as directed. If I am in violation of these terms, I understand that I am subject to disciplinary action as highlighted, step by step, within the standards of conduct, and if necessary, termination of my position within the company. I understand I am also an At-Will employee, which means that I can be terminated at any time as long as the reason is justified and legal.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# LEAVE POLICIES

- **Sick Leave**: Available for all employees; doctor's note required after 3 days of absence.
- **Paid Leave**: Available in specific circumstances; 10 days a year for all employees.
- **Unpaid Leave**: Permitted for family matters or emergencies; must contact head of HR to determine duration of leave.
- **Disability Leave**: Provides 4 months of leave--- 88 work days/ 122 calendar days.

# DISCIPLINARY ACTIONS PERTAINING TO:

- Criminal and dishonest acts/felony convictions
- Disciplinary actions
- Electronic devices
- Unacceptable activities

Verbal Warning



First Written Warning



Second Written Warning



Dismissal



## **SECTION 2B- PERSONNEL FILES**

- Job descriptions
- Emergency contacts
- Signed contracts
- Personnel evaluations
- Applications
- Payroll
- Promotions
- Time records
- Background checks
- Resumes

# EMPLOYEE EVALUATIONS

Employees are  
evaluated every  
**quarter.**

## Ratings

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
<b>Productivity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
<b>Overall Rating</b> (average the rating numbers above)					

# KEY PERFORMANCE INDICATORS (KPI)

- Examples of our KPI's:
  - Customer Retention
  - Growth in Revenue
  - Hours Spent on Sales Follow Up
  - Growth Percentage on Website
  - Number of Social Media Posts
  - Consistency of Profit Margin

# ACTION PLANS

## High Achieving Employees

- **Recognized in Newsletter**
- **Given opportunities for advancement in company**
- **Possible raises or stock options**

## Employee Improvement

- **Partnered with higher-achieving employees**
- **Given resources to aid them in their work**
- **Given help from supervisor if needed**

# MONTHLY NEWSLETTER



**UNO CHAMPION!**

On 1/31, we hosted a company Uno tournament. Congratulations to our winner, Mason Gifford. Join us next month for Jenga!



**WEBSITE UPDATE**

We're proud to report that we updated our website for Valentine's Day! With the addition of seasonal graphics, we also released Valentine's day snacks.  
**Renee Wyatt**

**WORD SEARCH**

Y J I F S H D W Z C M U C X  
R D M H N B W C P C H P V W  
B E R R Y B A R H M K V V B  
M M A T C H A M B A E Q K A  
T R A I L M I X O X I M A N  
L M J Z I Q R K Y W K T L A  
G E L H C H A M O M I L E N  
A Z C P E J H M Y U Z O C A  
P Z N P C V X R N S L M H B  
C U P I D S C R U N C H I R  
Y R R I C E C A K E S K P E  
S A L M O N J E R K Y P S A  
H I B I S C U S T E A N D D  
U H F I G L E M O N B A R S

**BANK**

CHAI TEA  
SALMON JERKY  
CUPIDS  
CRUNCH  
CHAMOMILE  
HIBISCUS TEA  
KALE CHIPS  
BANANA  
BREAD  
LEMON BARS  
MATCHA  
RICE CAKES  
TRAIL MIX  
BERRY BAR

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State Trade Show Awards  
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**OUR MISSION**

Food4Thought offers healthy, artisanal snacks packed with nutrients and vitamins geared toward boosting mental wellness. Providing accessible, on the go snack boxes where health and flavor align to feed your mind.

**New Seasonal Box CUPID'S CRUNCH**

- Red Velvet Energy Bites
- Spicy Sweet Potato Chips
- Black Tea
- Rice Cakes
- Dark Chocolate Nut Berry Mix

**STAFF BIRTHDAYS**

Nicholas Nord from Finance is turning 17 on March 1st! We wish you a great birthday and a memorable year.

Kamryn Walters from Sales is turning 18 on February 23rd! Happy Birthday from the Food4Thought team.

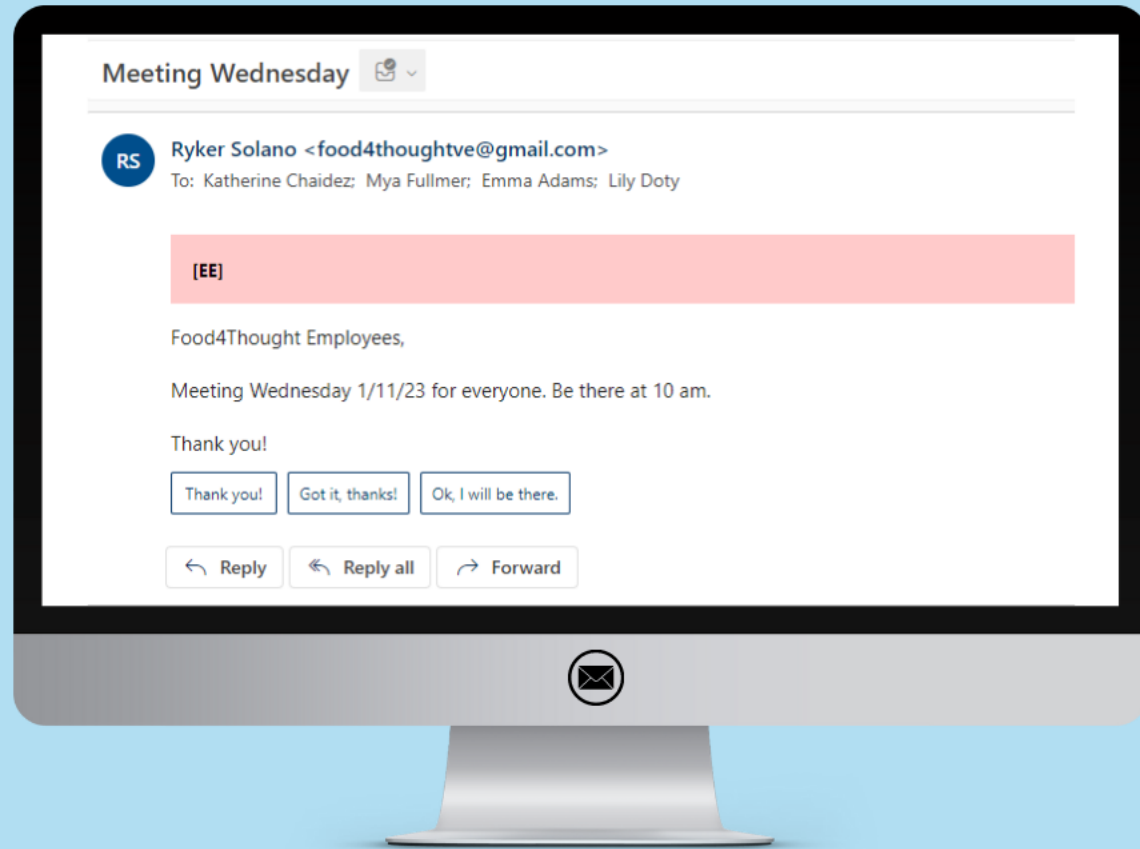
# COMPANY MEETINGS

Our company meetings are held every Monday.





# COMPANY EMAILS



**“When companies work to foster a  
culture of collaboration,  
communication becomes second  
nature.”**

**- Doug McMillon**





**FOOD 4 THOUGHT**