

The background features a dynamic splash of clear water against a light blue sky, with water droplets and streams visible on both the left and right sides.

**R3FILL**

**The Better Bottle**



# Mission Statement

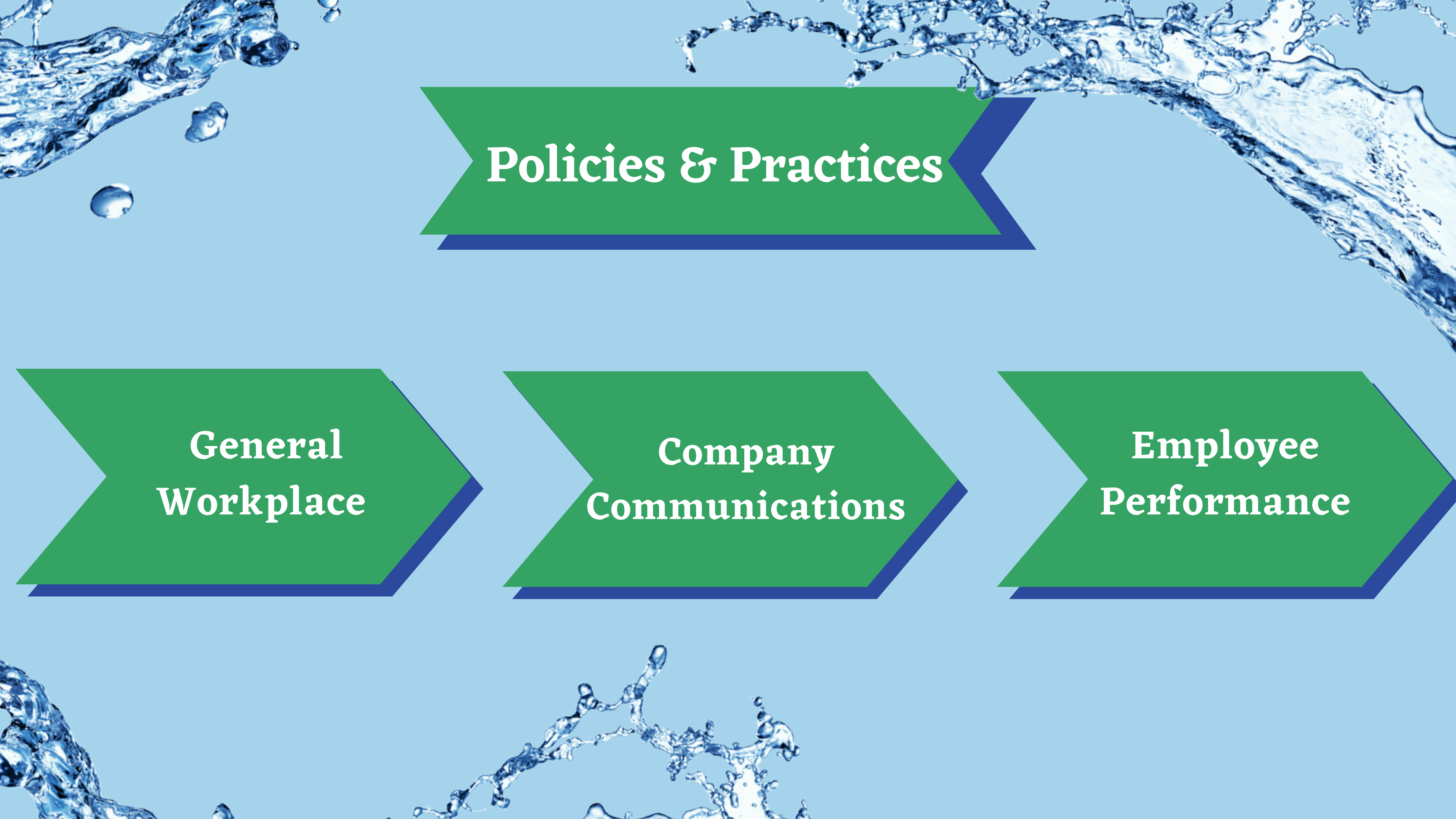
Our mission is to work toward helping eliminate plastic waste in the world by using recycled plastics to make 3D-printed reusable water bottles.





A light blue background with dynamic water splashes and droplets at the top and bottom edges. The central text is contained within a green arrow-shaped box pointing to the right.

# Policies & Practices

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**General  
Workplace**

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**Company  
Communications**

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**Employee  
Performance**

# Equal Opportunity Employer

Ensure hiring process is free of discrimination.

Examine applications in the hiring process.



Assure diversity, ethics, and inclusion policies are prevalent.

Reinforce policies via presentations and refresher seminars.

# Attendance Policy

We ask our employees to contact a manager if they will not be on time.



Employees will not be penalized for emergency absences.

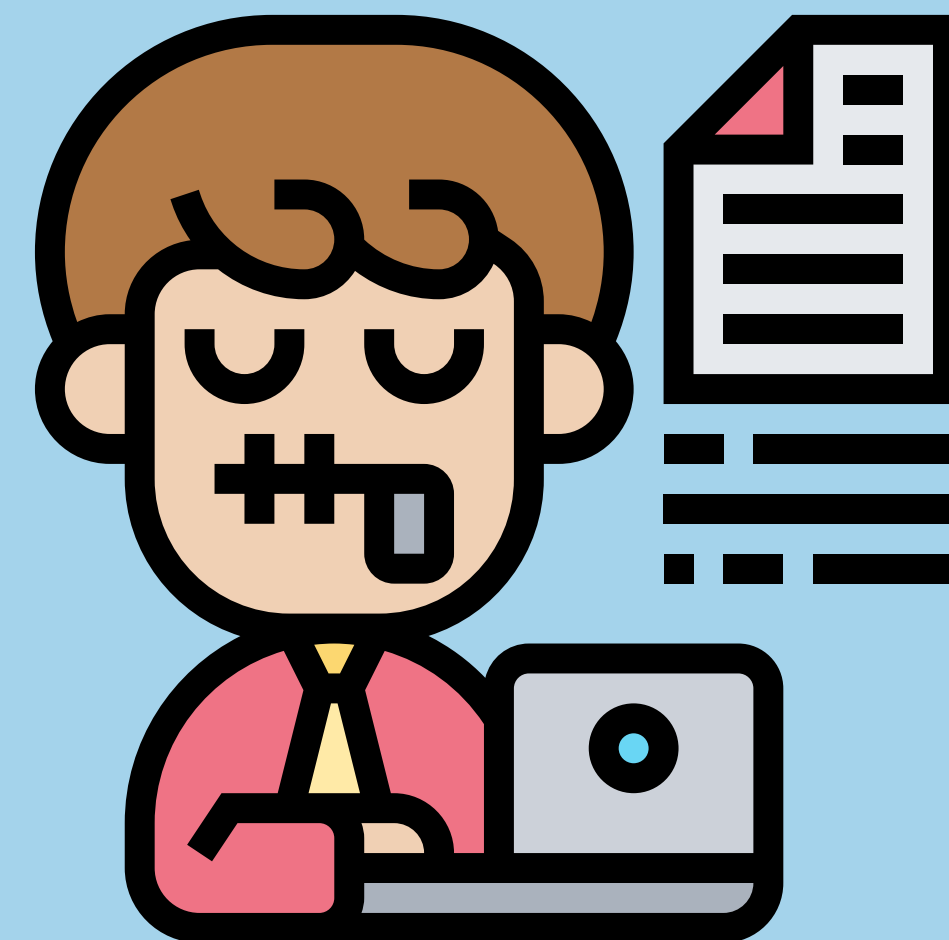
# Confidentiality & Data Protection

All confidential information related to R3Fill, our clients, and our customers is assured to be protected in several ways.

Restrict and monitor access to sensitive data.

Train employees in data protection.

Establish general data protection practices.



# Harassment & Violence

- R3Fill utilizes a proactive approach to minimizing the risk of workplace incidents due to unresolved interpersonal conflicts.
- At R3Fill we ensure no one is subject to unfair treatment, harassment, or violence.

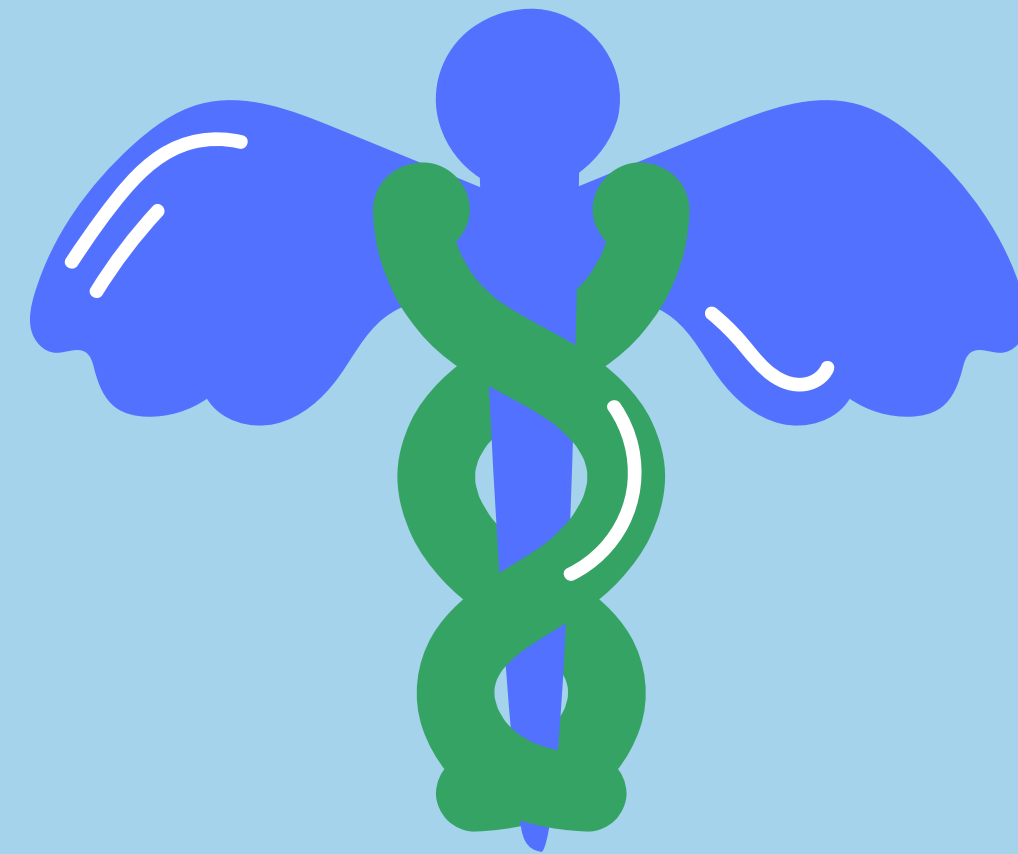




# Workplace Safety and Health



- Our company is a hazard-free workplace. We ensure workplace safety through preventative action and emergency management.
- R3Fill is a drug-free workplace.

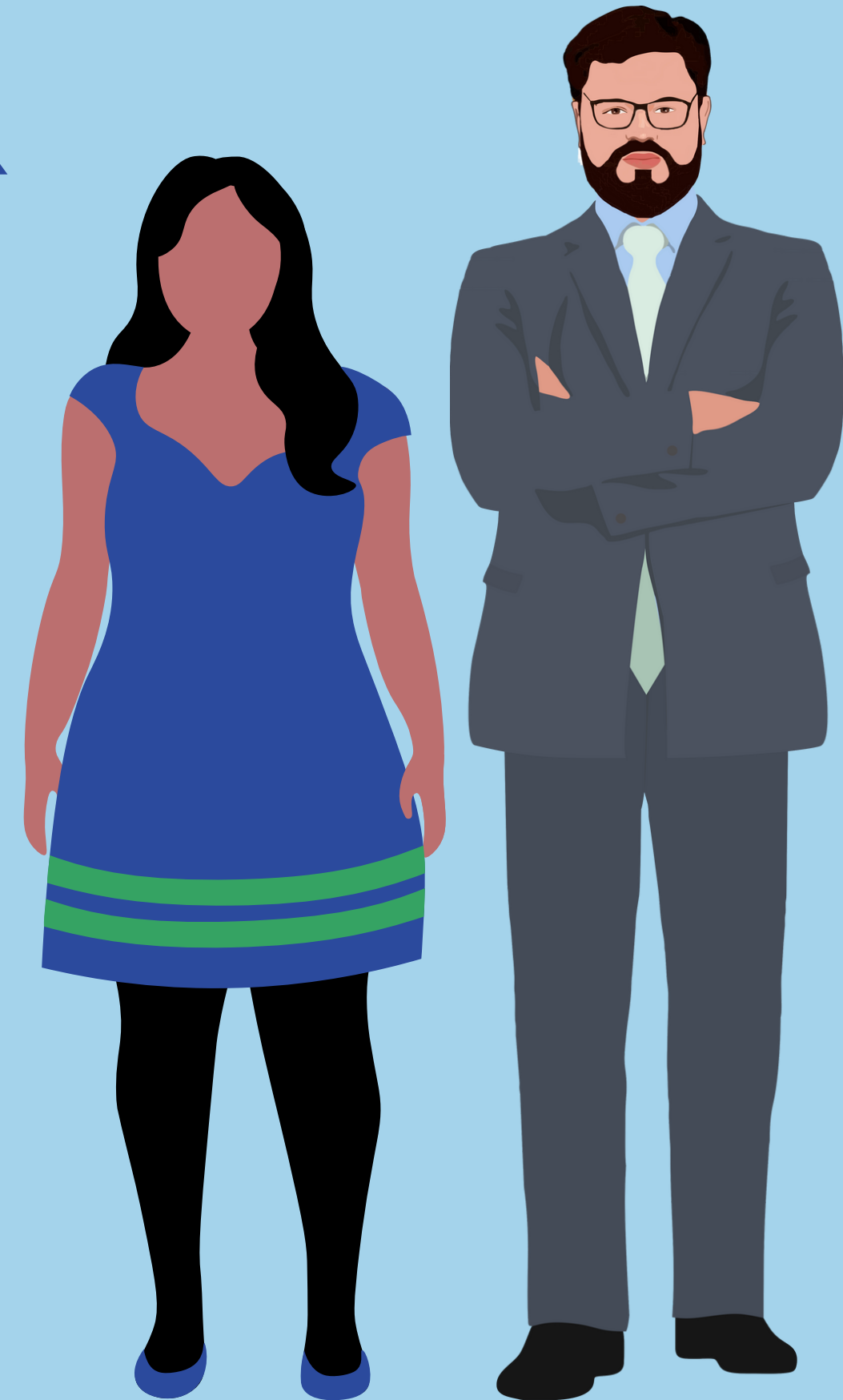




# Dress Code



- R3Fill's official dress code is Casual.
- Employees are expected to adjust their attire if they meet in a professional setting.

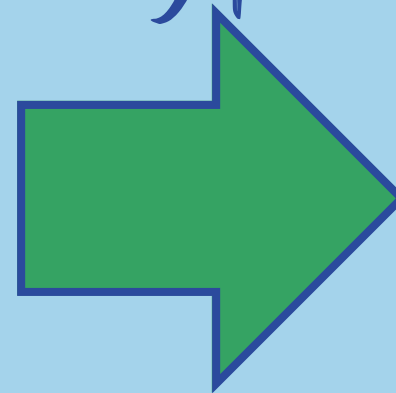


# Cyber Security And Digital Devices



R3Fill's company devices are to be used exclusively for work and in a secure manner.

*Security policies*



Internet connection is restricted to company use only.

Security software is installed in all company devices.

# Internal Communication

**Agenda**



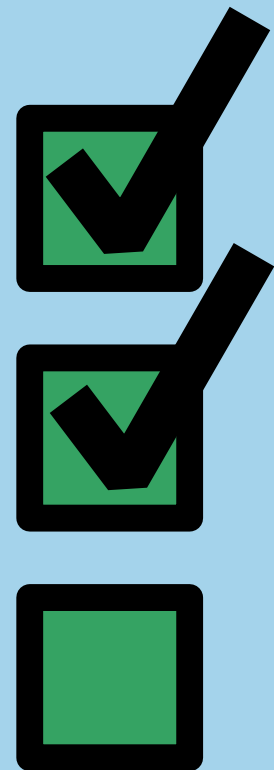
**Meeting**



**Memo**





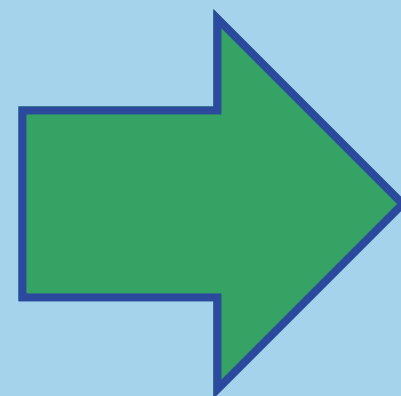


## Employee Evaluations

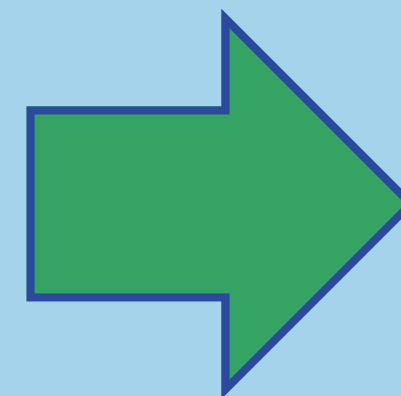
WELL DONE!



Department heads evaluate their own employees' performance.



Evaluations take into account output, attitude, punctuality, and any negative factors.



Based on these evaluations, meetings may be set up to determine next steps.

# Employee Recognition

- Each month an employee is selected and awarded with a prize.
- On a daily basis, positive feedback is given to employees on their progress.



A dynamic splash of clear water against a light blue background, with water droplets and streams moving from the top corners towards the center.

**Thank you!**

**-The R3FILL Team**