

Youforia



Human Resources

2022-2023

HR's mission is to recruit, train, and support employees that can assist Youforia's customers on their journey to reaching their inner peace.

Hiring Process

Youforia is a proud equal opportunity employer.

Candidates are hired regardless of race, color, religion, sex, national origin, age, disability or genetic information. After recruitment HR will conduct a background check.

On the first day of employment, HR will explain the handbook/policies and ensure all needed documentation (Acknowledgment, Non Disclosure Agreement, and Photo Release Forms, etc.) is signed.

Orientation is held by experienced personnel and varies by role.

Youforia does its best to remain fair and reduce bias by:

- Hiring based on an objective recruitment process.
- Making accommodations for those with disabilities.
- Conducting an annual employee educational training on diversity, engagement, and communication.



Wages and Attendance



Full Time: 40+ hours

Part-Time: Less than 40 hours

Company Hierarchy

Operation Executives

General Managers

Wellness Specialists

Receptionists

*Youforia pays based on an agreed upon annual salary

All employees are expected to arrive punctually for their scheduled shifts.

If unable to arrive on time, employees are expected to contact and inform their manager. Repeated unexcused tardies and absences will result in disciplinary action up to and including termination.



Company Communication

Youforia utilizes multiple forms of communication to keep it's valued employees and customers informed with recognitions, handbook changes, and news within the company.

Departmental Agendas

Each department has its own customized agendas highlighting their personal goals and important dates, as well as company ones

Newsletters & Social Media

Youforia keeps it's customers and employees updated with the company's latest news such as employee of the month and other recognitions by sharing it via the newsletter on social media.

Email

Employees are updated via email when:

- Changes are made to the company policies
- New departmental agenda and newsletters are posted



Discipline

With misconduct, employees are given the opportunity to correct their behavior and are provided with aid in doing so. Youforia does it's best to document each step

The six-step discipline process:

- i. Verbal warning
- ii. Informal meeting with supervisor
- iii. Formal reprimand
- iv. Formal disciplinary meeting
- v. Penalties
- vi. Termination

-Youforia is an "at will" employer
-Employees may be terminated directly without initiating the discipline process or without prior warning





Workplace Behavior

The company standard for all employees is to show respect to everyone within the community. It is important for employees to display kindness and professionalism to all associated with the company. Youforia's **zero-tolerance policy** of any behavior that disrupts the workplace will result in disciplinary action, up to and including termination.



Discrimination and Harassment

Creating a safe work environment is important to the culture of Youforia. To ensure this Youforia does not

permit discrimination on any basis or any assumptions made of an employee's abilities.

Youforia has established discrimination and harassment prevention policies, investigation procedures, trainings and more to prevent and handle cases in a timely manner.



Confidentiality

Youforia goes to great lengths to protect the confidential information

regarding its:

- Employees
- Customers
- Partners and
- Youforia, the company

Everyone under Youforia (employees, contractors, etc.) is expected to uphold the confidentiality guidelines.

Any employee who breaches the guidelines will face disciplinary action.





Emergency Measures

To prevent workplace injuries, Youforia holds annual employee safety trainings, provides access to the **Injury and Illness Prevention Program**, conducts regular equipment tests, and much more.

If an emergency does occur, Youforia has emergency measures such as set response programs (evacuation plans, routes, etc.) and leaders are pre-identified to execute the plan.



Smoking

To ensure the safety of its employees and clients from harmful fumes, Youforia is a **smoke-free facility** with only a few areas where employees are allowed to smoke. It is absolutely forbidden to smoke outside of these designated areas.



Employee Evaluation

To evaluate employees
and promote growth
Youforia has put in place:



- Mandatory bi-weekly performance surveys to get feedback and self evaluations from employees
- Weekly executive meetings discussing goals, progress, and strategies
- A SWOT analysis framework to evaluate employees
- Quarterly leadership meetings to discuss increasing employees potential





Employee Recognition

Within Youforia's monthly newsletters that are shared with its valued customers and on the company's social media, Youforia recognizes outstanding employees and team members who go above and beyond in their work ethic. The Employee of the Month is also honored at the monthly "Pause and Applause" employee luncheons. All employees also enjoy frequent company-hosted activities as their hard work is appreciated.



Employee Benefits

Youforia offers an array of benefits to it's diligent employees including:



- Health Insurance
- Family and Medical Leave
- Paid Sick Leave
- Paid Family Leave
- Vacation Time
- Bereavement Leave
- Workers' Compensation
- Flexible Work Schedule
- Final Wage Payments
- Product and Bundle Discounts
- Free Meditation Services



Resignation

To resign, an employee must **inform either HR or their manager**. A verbal resignation is acceptable but a **signed and written document is preferred**.

An employee is considered resigned if they do not show to work for **three or more consecutive days without prior notice**.

Termination

In the process of termination, Youforia will act lawfully and courteously. California is an at-will state but **will never discriminate** regarding terminations.

Furthermore, **employees are "at will"** to resign at any time. **Final wage payment is available to all employees.**



The Change is
Within You!



Q&A



Six Steps of Discipline

The six step discipline process:

- i. Verbal warning
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SWOT Analysis

S-trengths

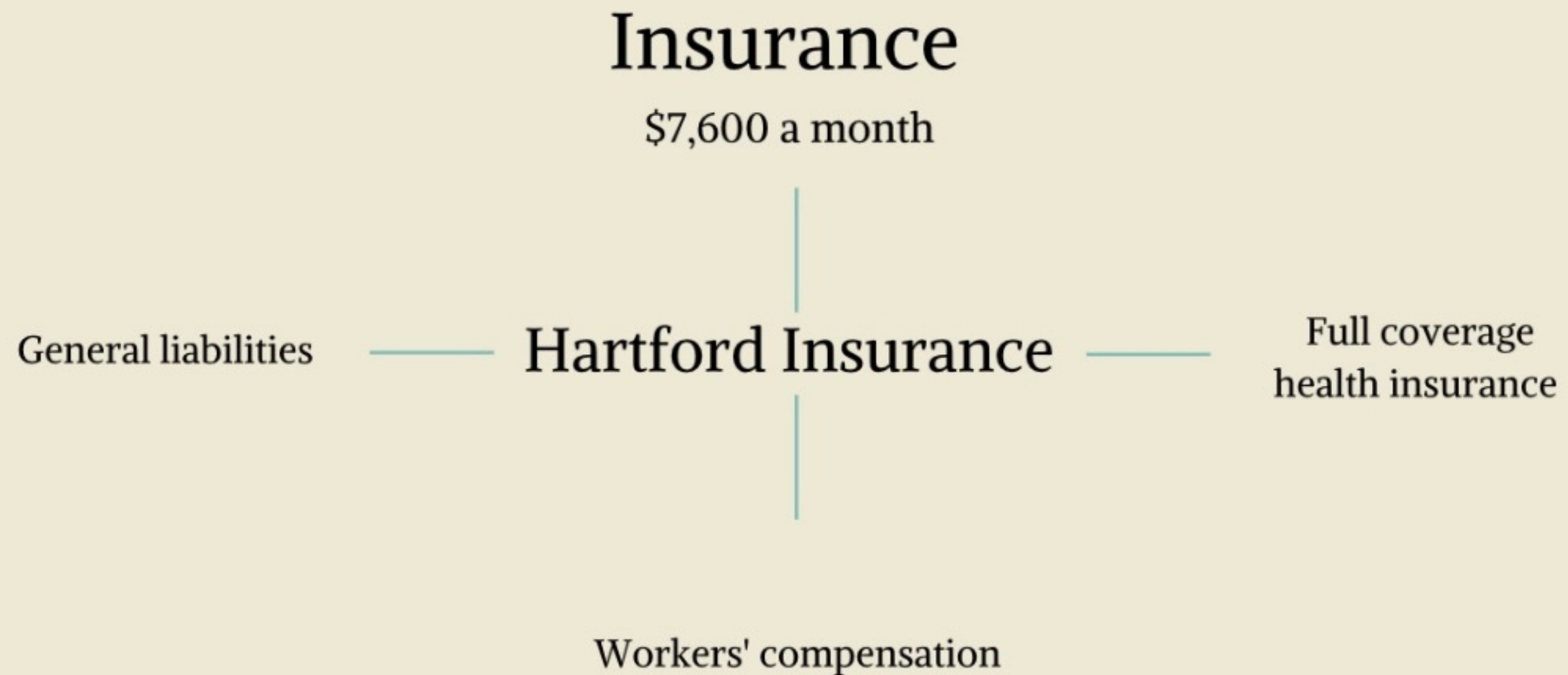
W-eaknesses

O-pportunities

T-hreats



Youforia's Insurance



Roles, Description, and Salary

Employee Role	Role Description	Annual Salary
Receptionists/Office Personnel	Guide visitors and customers. Aid in informational services and payments.	\$32,100k
Wellness Specialists	1099 Employees that conduct services (Guided meditation, massage, sound therapy, pranayama breathwork personnel)	\$33,100k
General Managers	Lead teams and guide through tasks designated by operations executives. Ensure quality of projects.	\$34,800k
Operation Executives	Designate information and projects to teams. Review operations and adjust to meet goals.	Directors: 37,500K Chiefs: \$42,800-53,500K



Core Values

Inclusion

Harmony

Compassion

Commitment



