



**PROJECT ZEN**

# Employee Handbook

## 2022-2023

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## Section 1: About Project Zen

### 1.1 Company Overview and Organization Structure

Renewed by the class of 2022, Project Zen is an Electric Bike corporation based in Rochester Hills, Michigan. We are determined to bring new aspects of mental health resources and remedies to our customers through reassurances and daily affirmations on our app. Here at Project Zen, we push for healthy physical activity that has proven to boost mental health. Our mission statement is to encourage customers to improve their relationship with their mental health by using their electric bike and listening to the daily affirmations provided.

### 1.2 Company History

Project Zen was founded in October 2019. In 2021, Project Zen was rebranded to revamp and create within our customer base. In 2022, we have taken that modernization one step forward and decided to sell electric bikes. Now in 2023, we will hopefully sell other electric vehicles later in the year.

### 1.3 Company Morals

- Merit- We strive to have every employee be the best of the best that they can be. We want our employees to reflect the excellence of Project Zen to our customers.
- Initiative- Have the confidence to take charge of a task, and lead your

team members through it. If you know you have the ability to do an assignment, take the initiative to do it.

- Collaboration- Working well with people is the best way to get work done and accomplished. You will have to work with several team members to complete everyday tasks, or collaborate to create a presentation for nationals. Have fun with your fellow coworkers, but always do your part of the tasks. If you see someone struggling with work, help them out! Work is more productive and at a higher quality when working together with people.
- Integrity- Whether you are a chief, vice president, or an associate, we hold everyone to the same level of integrity. We expect you to be honest, and have good intentions for everything that you do.

## 1.4 Human Resource's Mission

The mission of the Human Resources department is to make sure each employee feels safe and comfortable. We strive to make sure our company follows the policies and procedures necessary to accomplish our mission. We will accomplish company and overall goals.

## 1.5 Company Culture and Values

Project Zen as a company realizes the environment of our team, and has elected to provide help to those in need. We truly value our customers and provide the most effective service to get them exactly what they need and provide customer service if needed. Project Zen will benefit our community and the health of the globe. On that account, we will have open ears from our employees and customers to provide max benefit for all.

# Section 2: Employment Policies

## 2.1 Non-Disclosure Agreement (NDA)

To protect the company from legal action, we require all our employees to sign and comply with our non-disclosure agreement.

### Non-Disclosure Agreement (NDA)

Employees & contractors must not misuse confidential information, including internal and client information and communications. It is a condition of employment that the employee signs the Project Zen Confidentiality and Intellectual Property Assignment Agreement, which will be provided under separate cover.

Confidential information generally consists of non-public information about a person or entity that, if disclosed, could reasonably be expected to place either the person or entity at risk of criminal or civil liability or damage the person or entity's financial standing, employability, privacy, or reputation. The Company is bounded by law or contract to protect some confidential information, and in other instances, the Company requires protection of confidential information beyond legal or contractual requirements as an additional safeguard. Confidential information includes but is not limited to:

- Payroll records, salary, and non-public benefits information
- Social Security numbers, driver's license numbers, state identification card numbers
- Credit and debit card information, and financial account information
- Personnel records, including but not limited to information regarding an employee's work history, credentials, salary and salary grade, benefits, length of service, performance, and discipline
- Individual conflict of interest information
- Computer system passwords and security codes
- Information regarding client accounts including client information
- Project Zen's internal business plans, tools, products, and strategy methods

## **2.2 Nature of Employment**

Policies at Project Zen may change throughout its term, and employees are responsible for complying with the most recent version. In the event that this Handbook clashes with any significant company policy, the policy will be on top. Any questions found within this Handbook or a policy is to be discussed with the Vice President of Human Resources.

## **2.3 Employee Relations**

Employee suggestions that would help advance the business are welcomed.

Management will address any complaints or concerns raised in a timely manner, but all suggestions or grievances must be submitted to the Human Resources Department.

## 2.4 Hiring Procedure

People who apply to Project Zen will require a background check done by the Human Resources department. If they fit the qualifications of the company, HR will initiate further contact with them to schedule an interview.

**Required Paperwork:** Those looking to be employed by Project Zen will need to have the following paperwork

- Job Application
- Resume
- Cover Letter
- Signed Contract (If Hired)

## 2.5 Resignation

If anyone who works for Project Zen decides to resign from their position in the company they will need to give their leads their letter of resignation 2 weeks in advance. The reason is to maintain mutual respect among both parties.

## 2.6 Reassignment Process

If a person in the Project Zen team decides to switch jobs in the company, they still must follow the same resignation procedure. They also need to ask in writing what position they would like to transfer into and put the necessary V.P. of Human Resources as well as the C.E.O. and the C.O.O. during the duration of this procedure the applicant's application can be reassigned which then the applicant's application can be denied. If this does not occur then the applicant can and will proceed to work in the new job immediately following the approval.

## 2.7 Employment at Will

Project Zen abides by the at-will employment doctrine, which means that employees have the right to terminate employment without notice and cause, for any reason. They are employed at will. As an employer at will, Project Zen also has the right to terminate an employee for any reason, and without advanced notice, except where federal or state law prohibits such actions.

## Section 3: Leave Policies

### 3.1 Professional Development

As a company, Project Zen encourages professional development by allowing our employees to participate in school events such as Business Professionals of America, field trips, presentations, and other class events offered by any of the business courses here at Rochester High School. Unlimited time off will be provided for any employee regarding these events. Notice is required to attend any of the events mentioned above to both the employee's department head, V.P. of Human Resources, and the C.O.O. If the professional development event is comprised of more than one day, you must inform all relevant parties mentioned above via letter explaining why and how long you will be gone. Regardless of the time off, employees must keep in mind that they still have to complete work needed by their department on time.

### 3.2 Sick Days

If an employee is sick, they must contact their department manager immediately, with how long they will be gone. In the state of Michigan, all companies with ten or more employees are required to provide 72 hours of paid sick leave annually under the Earned Sick Leave Act (ETSA). In the case that an employee needs to take more than 72 hours of sick leave, they must confirm with the HR department and are required to show a physician's note.

### 3.3 Medical and Family Leave

Since Project Zen employs fewer than 50 employees, we are not required to uphold the federal Family Medical Leave Act (FMLA). However, should there be a situation where you require medical leave, or a family member requires medical assistance, we will assist in meeting the employees request, including unpaid leave or flexible working arrangements. Provided if this ever does occur, the HR department will create a case-by-case basis for employees in good standing, and who have worked full time at the company for at least one year. Employees eligible for leave will have up to 12 workweeks off within a 12 month span.

### 3.4 Bereavement Leave

Project Zen provides up to 4 days or 32 work hours needed for bereavement leave. If an employee is traveling over 100 miles, there is an additional 1 day or 8 hours provided. Project Zen reserves the right to require proof of the need for



bereavement leave.

### 3.5 Paid Holidays

Project Zen provides the following paid holidays:

- New Year's Day (Jan 1st)
- Martin Luther King, Jr. Day (3rd Monday in Jan)
- Presidents Day (3rd Monday in Feb)
- Memorial Day (Last Monday in May)
- Labor Day (1st Monday in Sep)
- Election Day
- Thanksgiving (4th Thursday in Nov)
- Day After Thanksgiving
- Christmas Eve (Dec 24th)
- Christmas Day (25th)
- New Year's Eve (Dec 31)

## Section 4: Progressive Disciplinary

### 4.1 Corrective Action

Corrective action is a process designed to identify and correct problems that affect an employee's work performance and/or the overall performance of the department. The progressive corrective action process should be handled consistently within each unit and for each problem. However, progressive discipline is not guaranteed, as Project Zen is an at-will employer, and may choose to terminate an employee at any time with or without cause.

The Progressive Corrective Action Process refers to the following actions:

- Counseling or verbal warning
- Written reprimand and warning
- Suspension
- Suspension pending investigation and final determination
- Specific warning of discharge

Depending on the situation, any step may be repeated, omitted, or taken out of sequence; however, the Company reserves the right to effect immediate termination consistent with our rights as an at-will employer. Each case is considered on an individual basis.

Typically, a preliminary meeting is held with the employee to allow the employee an opportunity to understand the nature of the concern and to explain his/her

position on the matter. If necessary, the corrective action documentation would then be put together which would summarize the issue, taking into account any additional information the employee may have provided during the preliminary meeting.

When issuing corrective action, there should be clear and direct communication between the employee and his/her immediate supervisor. This communication should include a meeting between the employee and the supervisor.

## 4.2 Workplace Misconduct

If an Employee of Project Zen displays any of the following actions, they will be dealt with accordingly, and this could lead to termination. The following misconducts are :

- Theft
- Fighting
- Behavior/language of a threatening, abusive or inappropriate nature;
- Misuse, damage to or loss of Company property
- Falsification, alteration or improper handling of Company-related records;
- Unsatisfactory customer service
- Disclosure or misuse of confidential information
- Unauthorized possession or concealment of weapons
- Misuse of the Company's electronic information systems
- Any action that violates federal, state or local law
- Possession, use, sale, manufacture, purchase or working under the influence of non-prescribed or illegal drugs, alcohol, or other intoxicants
- Insubordination (e.g., refusal to carry out a direct assignment)

# Section 5: Compensation

## 5.1 General Compensation

An employee's offer letter specifies the salary they will be paid. Additionally, Project Zen is required to deduct a certain amount from your paycheck. Depending on the tax laws of the IRS, these deductions may be made either pre-tax or post-tax.

## 5.2 Pay Schedule

At Project Zen, employees are paid on the first of each month via check or direct deposit. Employees will receive their paychecks on the preceding Friday if a payday falls on a Saturday, Sunday, or bank holiday.

### 5.3 Required Deductions

There are some federally mandated deductions that Project Zen employees must accept from their paychecks. They are as follows: Social Security (pre-tax), Medicare (pre-tax), Federal withholding taxes, State withholding taxes, and Court-ordered garnishments/child support (post-tax).

### 5.4 Other Deductions

For the following reasons, Project Zen may deduct money from an employee's pay: Any days missed during the first and last weeks of employment; For hours taken as unpaid leave; For full-day absences for personal reasons or illness if vacation or sick leave has been used up.

## Section 6: Standards of Conduct

### 6.1 Discrimination policies

Project Zen is committed to ensuring our company is free of discrimination and all employees feel safe and comfortable. Our company's Diversity, Equity, and Inclusion (DEI) policies do not accept any type of harassment of any employee by anyone, including any leader, any co-worker, any customer, clients, or vendors, and also any other third party. If any instances of comments or actions that are motivated by discrimination towards an employee will be taken seriously and punished according to company disciplinary actions.

### 6.2 Sexual Harassment

Sexual Harassment is an action where someones boundaries have been crossed, and can include sexually explicit actions, comments, such as making jokes about it printed or in a visual representation, and is a huge issue which is by coming into sexual contact such as touching someone in an inappropriate places or making a sexual comment. Project Zen prohibits any kind of sexual harassment or sexual misconduct. Unsolicited sexual advances, requests for sexual

favours, and other physical, verbal or visual conduct based on sex, contributes to harassment if:

Upon submission of the conduct is definite or indirect term of the employment. If submission is rejected of the conduct is used as the basis for the employment verdict. The conduct hold the objective or the outcome of objective with another individuals work making it feel like a hostile work environment.

Our team prohibits the harassment of any person for filing a complaint against another person. Any employee that has filed a harassment charge that is retaliated against, is encouraged to report the incident to a superior. It is our goal to investigate as smooth and as in depth as possible, we will investigate all complaints to the highest extent , we will keep all complaints confidential ,within the natural bounds of the situation. If an investigation confirms that a violation of this policy has occurred, we will take the necessary action against the person and handle it.

## 6.3 Drug and Alcohol

To make sure we as a company doesn't put another coworker or visitors we will take the action to keep others safe.

Project Zen's drugs and alcohol policy makes sure we help people understand the harms and effects of the affects on drugs and alcohol and what it does to a person.

It is prohibited to use or be under the influence of any illegal drugs, be in possession of any illegal drug or drug-related item rather it be purchasing / selling / having any drug paraphernalia on company grounds is strictly prohibited. For the purposes of this policy, any prescribed medicine that is not currently prescribed for that associate is regarded as an illegal drug.

Anytime Project zen has reason to believe drugs or alcohol is being used on company grounds , a drug and alcohol test will be distributed. All testing will be carried out using a managed, secure, and approved testing process approved by the U. S. Health and Human Services Department.

Any one person in the company of Project zen who has probable cause to assume that another employee is abusing substances or driving under the influence of alcohol or drugs must notify Human Resources right away. Project Zen will take the necessary action to make sure this situation is resolved.

## 6.4 Smoking

Project Zen prohibits using drugs, tobacco, and nicotine. This covers the building and all corporate functions. All employees and visitors will be able to enjoy a tobacco-free environment thanks to this. Discipline will be taken against anyone who disobeys this rule.

## **6.5 Firearm-Free Workplace Policy**

To maintain a safe and violence free work space , the company prohibits the possession or use of dangerous weapons on company property. All of Project Zen employees and visitors and customers on company property are subject to this rule . Even if an employee of Project zen who has a licenses to carry has to abide by the company policies . If rule is broken the employee will be terminated and dealt with properly.

## **6.6 Public Image**

First impressions matter more than you realize that's why the way you present yourself matters. Every employee at Project zen must look presentable at all times. Hair is to be well groomed and clean. The employees at project zen must also be neat and organized at all times to present a good front.

## **6.7 Attitude and Conduct**

The way we present ourselves to the customers is most important to us. We have informed our employees to carry themselves and hold themselves accountable and to the highest standard. It is important to note that it isn't so much what you say but how you say it that matters. It is encouraged that you discuss any business, problems, or complaints with the human resources department in private. As well as maintaining a professional workspace and keep a good relationship with people in and outside of Project Zen. Project Zen employees will be prohibited from making condescending remarks and making the work space feel hostile ; public humiliation such as hostile criticism in front of others; temper tantrums; screaming; scapegoating and public disparaging remarks: horseplaying. If this behavior is displayed they will be asked to have a meeting with the Human Resources. Violations of this policy may result in disciplinary action.

## **6.8 Violation of Standard Conduct**

If A Project Zen employee violates any of the rules the punishments will vary and depend on what action had occurred. In most occasions, employee's will be given a (PIP) personal improvement plan where he or she will be closely surveyed and

watched to determine if they are fit for the position that has been given.

## Section 7: Computer and Equipment Use Policies

### 7.1 Computer Use General

The Company's information technology systems and all data that reside on them are Company property and may only be used in compliance with applicable law and Company and department policy. As a user of information resources, you are responsible for knowing about appropriate and ethical use of information in all environments you access, protecting the information you are using from corruption or unauthorized disclosure, working in such a manner as to consider the access rights of others, and following applicable guidelines concerning the use and nondisclosure of passwords and other means of access control.

### 7.2 Computer Monitoring

The Company has the right to monitor all of its information technology system and to access, monitor, and intercept any communications, information, and data created, received, stored, viewed, accessed or transmitted via those systems. Staff employees should have no expectation of privacy in any communications and/or data created, stored, received, or transmitted on, too, or from the Company's information technology systems.

### 7.3 Phone Policy

All phones should be in lockers unless the Teacher and CEO gives you permission to have it out. If you get caught having your phone out without permission you will get points taken off.

### 7.4 Work Ethic

To ensure all employees are utilizing company time wisely, a weekly work log must be completed daily detailing your accomplishments and tasks for each day. When filling out your work log you need to be very specific and honest about your work that you have completed in class.

## Appendix

### Signature Pages:

The Employee Handbook contains important information about the Company, and I understand that I should consult the Company Owner, or my supervisor, regarding any questions not answered in the handbook. I have entered into my employment relationship with the Company voluntarily, and understand that there is no specified length of employment. Accordingly, either the Company or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of the Company has the ability to adopt any revisions to the policies in this handbook.

I have had an opportunity to read the handbook, and I understand that I may ask my supervisor any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

I further agree that if I remain with the Company following any modifications to the handbook, I hereby accept and agree to such changes.

I have received a copy of the Project Zen Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. I understand that this form will be retained in my personnel file.

-----  
Signature of Employee Date

-----  
Printed Name of Employee

# Employee Conduct

## Rules:

1. No discrimination, any and all reports of discrimination based on job, gender, race, or religion will result in an immediate action.
2. Any account off sexual harassment will be punishable by instant termination of employment.
3. Drugs and Alcohol are one of the quickest ways to not work at Project Zen if you are found to be under the influence at any time during your employment you will be terminated.
4. Smoking and Tobacco are punishable with instant termination if you are found to be in the process or if Smoking and Tobacco are on your person you will be terminated.
5. Firearms are considered contraband in the workplace and are punishable by instant termination.
6. The public image of Project Zen is reflected by its employees. If an employee looks terrible it reflects onto the company thus having a negative public image personally punishes the company and that's bad. Looking negative to the public eye will result in a warning.
7. As a mental health company we understand that some days are harder than others however you must keep a positive attitude at all times. A negative mood will cause a meeting with your Vice President and possible warning.
8. If the standards of conduct are not followed any punishment that the company deems reasonable will be employed.

## Disciplinary Actions:

1. Warning- a warning is the first and lightest form of punishment this will add a strike to your employee records having three strikes will result in a (PIP Disciplinary actions #2)
2. (PIP) Personal Improvement Plan- The PIP is Project Zens final try in helping its employees stay with the company. The PIP is a two week assignment that encompasses a VP writing down your daily actions and reviewing if you have corrected the behavior that put you on the PIP. If at the end of the two weeks you are found to have not improved you will be let go.



3. Instant termination- the company employs the right to terminate any employee for an action the company deems un-satisfactory.



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**CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR A NON-PROFIT PURPOSE (E.G., EDUCATION, PUBLIC SERVICE OR HEALTH AWARENESS PURPOSES)**

-----  
NAME OF STUDENT (PLEASE TYPE OR PRINT LEGIBLY)

-----  
SCHOOL

-----  
CLASS

I, (PLEASE PRINT) \_\_\_\_\_, hereby  
consent to (PARENT/GUARDIAN)

the taking of photographs and video of my child by Virtual Enterprises International ("VE").

I also grant VE a non-exclusive, royalty-free, perpetual, transferable, irrevocable and fully sub-licensable right to use, copy, transmit, edit, distribute, display and publish said products in any form, media, technology, for any purpose including developing, distributing and promoting VE and its educational programming, materials and services.

I also release VE, and its agents and employees, from all claims, demands, & liabilities whatsoever in connection with the above.

-----  
SIGNATURE OF PARENT/GUARDIAN DATE

-----  
-----  
-----  
TEL. # OF PARENT/GUARDIAN ADDRESS OF PARENT/GUARDIAN

# Formal Complaint

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

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dear **Project Zen Human Resources**

I, \_\_\_\_\_ hereby file a formal complaint against \_\_\_\_\_  
the reason I have done this is to,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What they have done to provoke me is,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do I wish to resolve this,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

\_\_\_\_\_

## Resignation Letter

Dear [HR Team],

Please accept this letter as formal notification of my intention to resign from my position as [\_\_\_\_\_] with Project Zen. In accordance with my notice period, my final day will be [\_\_\_\_\_].

I would like to thank you for the opportunity to have worked in the position for the past [\_\_\_\_\_]. I have learned a great deal during my time here and have enjoyed collaborating with my colleagues. I will take a lot of what I have learned with me in my career and will look back at my time here as a valuable period of my professional life.

During the next (In weeks) [\_\_\_\_\_] I will do what I can to make the transition as smooth as possible, and will support in whatever way I can to hand over my duties to colleagues or to my replacement. Please let me know if there is anything further I can do to assist in this process.

Sincerely,

[\_\_\_\_\_]

# Reprimand document

180 S Livernois Rd  
(248) 495-5763  
PROJECTZEN.MI@VEINTERNATIONAL.ORG

Dear,

This is a formal letter of reprimand to notify you that your performance is not meeting expected levels of contribution. In your job as a technical expert for customer support, the job expectations were developed by the entire group of technical support experts and their manager. This means that they are the accepted standard for each technical support expert's performance.

You are failing to perform in the following ways.

- X
- X
- X

As you can see, in the three most important performance measurements for your job, you are not succeeding. Your supervisor has spoken with you numerous times and you received additional training. Consequently, we believe that you are not willing to perform. This is adversely affecting the workload of the rest of the tech staff.

We need to see an immediate improvement in all three areas of performance or additional disciplinary action up to and including employment termination will occur. We have faith that you can improve. We need to see immediate improvement.

Sincerely,

Human Resources V.P. Aurora Schultz