



eZsqueeZ
Mornings Made Easy

JANUARY 2023

Employee Handbook

A Guide For Our Employees

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1. WELCOME LETTER

Greetings to all new employees! Welcome to eZsqueeZ! We are delighted to have you join our eZsqueeZ family. I hope you find yourselves a new home here in the workplace with our devoted employees and positive work environment. eZsqueeZ is a unique solution to the elusive issue of breakfast. We turn the possibility of a quick, healthy breakfast in the morning from a dream into a reality with our innovative product. Here at eZsqueeZ, we have certain rules and responsibilities for everyone in the company, and all employees need to pursue specific goals in order for the company to prosper.

The purpose of this handbook is to provide you with a guide to our company's values, rules, goals, and procedures. I encourage all employees to read it in depth to understand eZsqueeZ in its entirety and to prepare you for your new role here. Keep in mind that you can reach out to our HR department anytime with any questions, and don't hesitate to voice your concerns.

By collaborating with and elevating each other, there is nothing our eZsqueeZ family cannot accomplish. I look forward to seeing you in the workplace, and hopefully you are as excited as I am to begin! I wish you all the best in your new position, and I assure you that we will do great things here at eZsqueeZ!

Sincerely,



Aneesh Ethakota
Chief Executive Officer

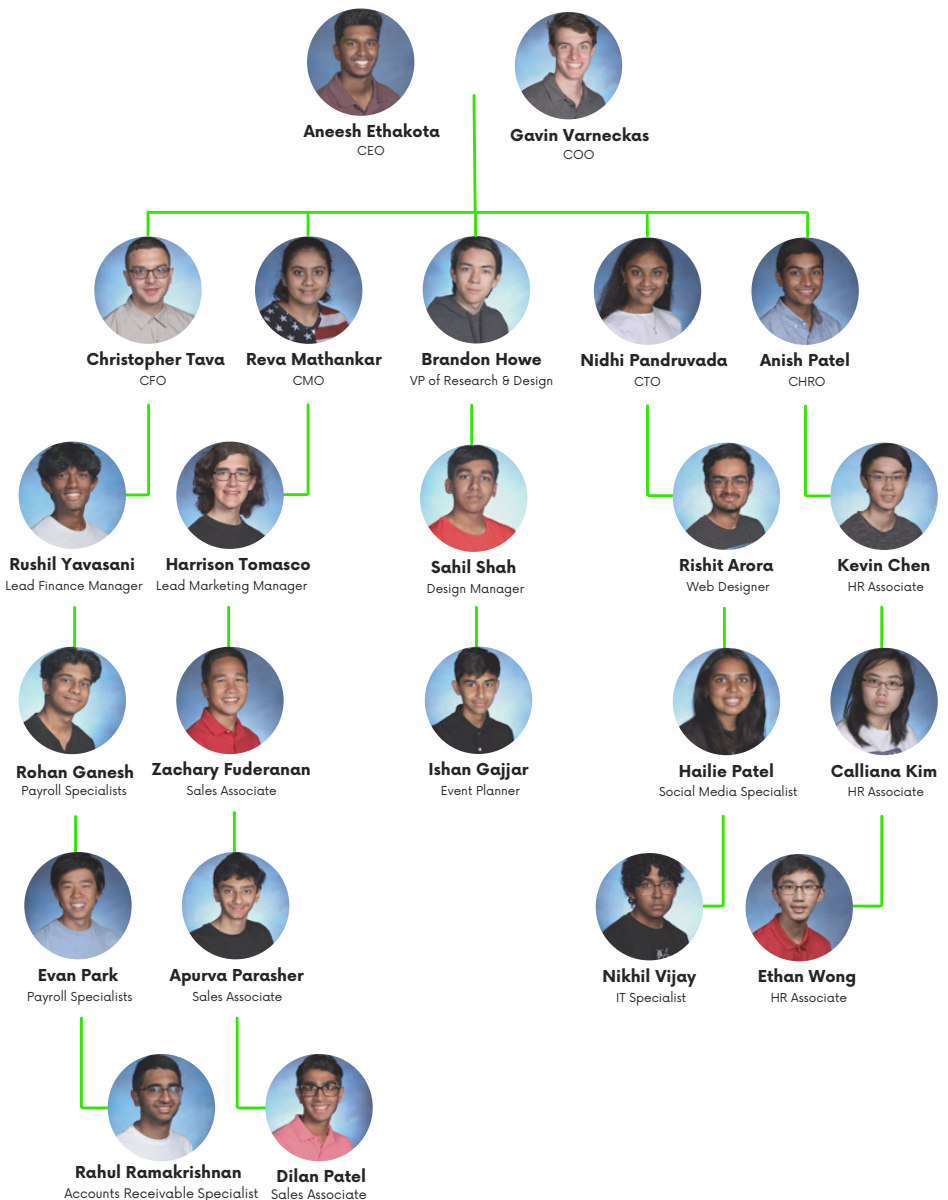


2. COMPANY OVERVIEW

2.1 COMPANY DESCRIPTION

At eZsqueeZ, we recognize that consumers lack time in their mornings to prepare a healthy and filling breakfast, which reduces their energy and productivity throughout the day. While there are products that seek to resolve this issue, few offer the nutritional value of a full breakfast. Therefore, eZsqueeZ aims to energize the world with great-tasting, nutritional food anytime, anywhere. Our product is a breakfast fruit blend that allows for quick and efficient mornings, setting our customers up for a productive lifestyle. With a plethora of flavors and functions, eZsqueeZ turns breakfast from a hassle to a comfort! Shown below is our company structure.

Mission Statement:
 "To energize the world's morning with great-tasting food anytime, anywhere; convenient and eco-friendly packaging allows customers to rise above the inconveniences of breakfast and overcome the barriers to a successful day."



2.2 EMPLOYEE ROLES

C-Suite members are responsible for managing their respective departments by delegating tasks to employees, overseeing their work, and making important decisions to guide the company's path in the future. These members demonstrate strong leadership qualities to ensure that the company runs smoothly and effectively.

The Marketing Department develops the company's marketing objectives, implements a strategic marketing plan, and establishes the company product and service lines. This department is in charge of selling company products at trade shows and other promotional events.

The Finance Department is responsible for the company budget and determining salary schedule. The department formulates the company's overall financial plans and policies; creates weekly, monthly, and yearly financial reports; and manages accounts receivable, accounts payable, and payroll.

The Human Resources Department manages all personnel files and benefits, oversees employee attendance records, and supervises employee relations, as well as hires, reprimands, and terminations. In addition to creating and updating the employee manual and company newsletter, HR helps coordinate company parties, fundraisers, and other events.

The IT Department is responsible for the creation and maintenance of the company's website, which includes all products/services and any special offers. Additional responsibilities include updating social media pages, creating links with business partners, managing the online shopping cart, troubleshooting technical issues, and creating commercials and computer graphics.

The Operations Department promotes company culture by overseeing operations to keep the business on track. Specific roles within this department include the VP of Research & Development, the Design Manager, and the Event Planner.

2.3 COMPANY COMMUNICATION

eZsqueeZ will use Google Classroom to communicate with all employees. Any important announcements or reminders will be posted in the stream to keep employees updated about changes or upcoming events in the company. eZsqueeZ's Google Drive is also a communication hub for sharing files and documents with important information. Additionally, employees can communicate via media including Instagram and Discord. Company newsletters are also released periodically, containing information such as company updates, recent achievements, and event reminders.

2.4 COMPANY CULTURE

The culture of eZsqueeZ is built on the foundation of respect, teamwork, and a passion for great-tasting meals that are convenient but nutritious. We believe that by treating our employees with respect and valuing their contributions, we can create a positive and productive work environment. As a member of our team, each employee will be expected to act with integrity and professionalism at all times.

We promote a culture of open communication and collaboration, and encourage our employees to share their ideas and feedback. We are passionate about our products and strive to provide our customers with the highest quality meals and service. We believe in using fresh, local ingredients whenever possible, and take pride in creating innovative and delicious squeezies. At our company, we value hard work and dedication. We offer opportunities for growth and development, and recognize and reward exemplary employees as Employee of the Month for their contributions.

We are proud of the inclusive and diverse culture at our company, and welcome employees from all backgrounds. We believe that diversity helps drive innovation and creativity, and is an essential part of our success. Here at eZsqueeZ, we are driven not merely by the monetary success of our company, but by the integrity and unity of our community.

3. COMPANY POLICIES

3.1 CORPORATE SOCIAL RESPONSIBILITIES

eZsqueeZ will strive to reduce its carbon footprint by using biodegradable packaging to reduce waste. We will also reduce our paper waste by keeping all documents online in a shared Google Drive. Additionally, eZsqueeZ will donate 8% of annual profits to Feeding America. eZsqueeZ will pay all workers fairly. Ethically sourced goods will be used in manufacturing. eZsqueeZ employees will also volunteer monthly at a soup kitchen.

3.2 ATTENDANCE

All employees are expected to be present during scheduled working hours. In the event of an emergency that prevents an employee from coming to work one day, that employee is expected to contact their manager as soon as possible. In cases of acute emergencies, absences will be excused. However, whenever possible, employees are expected to communicate their absences.

eZsqueeZ occasionally gives holiday breaks. See [Employee Benefits](#) (pg. 13) for more information.

Given prior notice, absences for other religious or cultural holidays (Diwali, Lunar New Year, Holi, etc.) will also be excused. See [Appendix](#) (pg. 16) for more information.

3.3 PAYROLL

Wages are paid on the 15th and last day of every month through bank transfers. Wages will differ depending on position. Roles with more responsibilities will be paid more, and roles with less responsibilities will be paid less. Each employee's specific annual wages are noted on their employee contract letter.

3.4 HEALTH AND EMERGENCIES

eZsqueeZ values a safe and healthy working environment for our employees, and we do not violate OSHA regulations.

Injuries:

If an employee is ever injured, they or any other employees nearby should act according to the following procedures:

- Assess the severity of the issue and nearby hazards.
- Bring the injured employee to the health office near the main entrance of the building.
- If necessary, call an ambulance.

All employees are required to learn CPR during their first year of employment.

Fires:

If there is a fire in the building, please follow the following instructions:

- The fire alarm will go off. Follow the brief instructions specified in the alarm, which says, "May I have your attention please. May I have your attention please. The fire alarm has been activated in the building. The fire alarm has been activated in the building. Please proceed to the nearest exit and leave the building."
- A fire extinguisher is located across from the front door in the operations wing. If the fire is small and contained, use the fire extinguisher.
 - To use a fire extinguisher, pull the pin on the fire extinguisher, point the end of the hose at the base of the fire, and squeeze the lever.

Intruder:

If there is an intruder in the building, an announcement will be made throughout the building loudspeaker notifying employees of the situation. Please remain calm and follow the given procedures.

Gas Leak:

If there is a gas leak in the building, an alarm will go off. Please evacuate the building immediately.

Bomb Threat:

If you are notified of a bomb threat, stay calm and follow evacuation procedures. Report any unusual objects or activity and do not touch any suspicious items. Wait for law enforcement to begin the search.

Severe Allergic Reaction:

If an employee has any severe allergies, they should know how to self-administer an Epi-Pen or equivalent medication. If they do not, they should talk to Human Resources, and a training session will be organized.

In the case of a severe allergic reaction, the employee affected should self-administer the medication. Surrounding employees should call emergency services. Remember: an Epi-Pen is a temporary solution to anaphylaxis, and more medical assistance is almost always required.

3.5 ONBOARDING EMPLOYEES

New eZsqueeZ employees will be welcomed to the company and are introduced to their supervisor and colleagues in their respective department. New employees will be given a copy of the employee handbook to get themselves accustomed to the rules, regulations, and expectations in the workplace. Additionally, employees will be put through background checks, including education and employment verifications, to help align them with their new role.

3.6 DIVERSITY AND INCLUSION

eZsqueeZ is an equal opportunity employer. This means that eZsqueeZ provides the same opportunities regardless of sexuality, gender, ethnicity, religion, disability, or any other characteristics protected by federal, state, and local laws. This also means that discrimination of other employees based on any of the aforementioned characteristics will not be tolerated. All employees (including executives and those in HR) are to treat each other with respect and dignity.

Company policies regarding diversity include, but are not limited to:

- Hiring people based on their skills, experience, and qualifications, and structuring the interview process thusly;
- Making accommodations so all areas of the company business accessible to people with disabilities;
- Using inclusive language in all official documents.

3.7 EMPLOYEE CONDUCT

All employees of eZsqueeZ are expected to treat others with respect at all times. Harassment, intimidation, and bullying will not be tolerated. Any suspicion of harassment, intimidation, or bullying should be reported to HR.

When speaking to potential customers, in person or digitally, employees are expected to be polite. Contact information of customers and employees are not to be used for spam.

3.8 FRATERNIZATION POLICIES

Employees of eZsqueeZ are allowed to have interpersonal relationships with other employees as long as it does not affect their work ethic. If relationships become a problem in an employee's performance, they will need to discuss further solutions with the HR Department. Department heads are not allowed to have relationships with employees in their own department to avoid an unhealthy relationship. All relationships should be reported to the HR Department.

3.9 MINOR CONFLICTS

If there is a minor disagreement between two employees, those employees are expected to find a neutral third party to resolve the conflict. Anyone uninvolved in the conflict can serve as a neutral third party.

If the conflict continues to escalate further, employees are expected to report to either their supervisor or HR.

3.10 HARASSMENT

Harassment is defined by the United States Equal Employment Opportunity Commission as "unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history)." Harassment is completely unacceptable to eZsqueeZ, and any employees found to be harassing others will be terminated.

If an employee is being harassed by another employee, they should file a complaint. Complaints will be investigated and kept completely confidential. An employee's identity will not determine the extent to which the complaint is investigated; all complaints will be taken seriously and investigated fully. If the aggressor is found guilty, they will be terminated and face legal action.

3.11 DRESS CODE

eZsqueeZ's official dress code is casual. However, this does not mean unrestricted; any clothing that is excessively revealing, obscene, or offensive is prohibited. Employees are expected to abide by the standards of common decency.

During trade shows, employees are expected to wear business professional clothing.

eZsqueeZ will always respect and permit clothing and accessories dictated by religious belief, ethnicity, or disability.

3.12 DIGITAL ETIQUETTE

eZsqueeZ employees are expected to use digital services when working. This includes, but is not limited to:

- Google Suite products,
- email,
- Canva,
- Instagram,
- TikTok.

When using these services, employees are expected to abide by common courtesy and use proper formality. Employees are expected to treat others with respect at all times. Cyber harassment and cyberbullying is unacceptable, and reports of such actions will be investigated and potentially lead to termination.

Employees are also expected to follow the company's Acceptable Use Policy when using internet services (see [Appendix](#) on pg. 16).

4. EMPLOYEE PERFORMANCE AND BENEFITS

4.1 PERFORMANCE EVALUATIONS

All employees of eZsqueeZ will self-evaluate their own performance weekly. They will evaluate their work ethic, quality of work, communication, and positive impact to the environment. Supervisors of each department will then read and evaluate their employee's performance. Once a month, supervisors of each department will evaluate their employees and provide valuable feedback. These supervisor evaluations help guide the Human Resources Department in issuing pay raises and bonuses.

4.2 PROFESSIONAL DEVELOPMENT

All employees of eZsqueeZ will participate in monthly professional development. Supervisors/Chiefs of each department will sit down with each member of their department and discuss their performance, giving key insight on how to improve for the next month. Chiefs will then monitor their improvement throughout the month by filling out a performance evaluation and repeat the process each month. These professional development sessions will allow employees to work efficiently and provide more quality work for the company.

4.3 EMPLOYEE BENEFITS

Retirement: Employees are allowed to put a certain percent of their income into a 401(k) account. eZsqueeZ will match \$0.50 for every \$1.00 put into the plan. Each month, employees' 401(k) plans will be cut from their salary before the salary is taxed.

Medicare: 1.45% of employees' salaries will be deducted for the Medicare program. This will allow employees to benefit from the federal Medicare program once they are 65 years old. Medicare helps to cover cost of hospital visits, medical insurance, and pharmaceutical drugs.

Social Security: Deductions of 6.2% of employees' salaries will go towards the Social Security Program. According to the federal government, the Social Security program allows for protection of one's earnings due to death, retirement, or disability.

Overtime: Employees who work overtime will be compensated for their work outside of office hours. In order to be compensated, employees must fill out a form for their supervisor indicating why they worked overtime and for how long. Employees will be paid at a flat rate of \$25.00/hour.

Holidays: Employees will be given the following paid days off for holidays: Labor Day, Rosh Hashana, Yom Kippur, Thanksgiving, Christmas, New Years Day, Martin Luther King Day, Presidents Day, Good Friday, Easter Sunday, and Memorial Day. Employees are also eligible to take excused, paid days off for any religious or cultural holidays listed by the New Jersey Government (see [Appendix](#)).

Employee Absences: Employees will be granted 17 paid, unexcused, days off from eZsqueeZ. Additional excused absences may be granted if the employee reports the day off to their supervisor in advance and gives a proper reason. These reasons include family funerals, religious holidays, or court appearances.

4.4 EMPLOYEE MOTIVATION

Employee of the Month: Each month, one employee will receive the Employee of the Month award. These employees have provided outstanding quality work, great teamwork and communication skills, and a positive work effort and attitude that made eZsqueeZ a friendly and enjoyable workplace for that month. The Employee of the Month nominees will be decided a week prior to the month ending by each department. The Human Resources Department will then observe the nominees' performances and announce the winner on the last day of the month, presenting them with a certificate. The Employee of the Month winner will receive a \$500 bonus for that month.

Team Activities: Each month, employees will participate in team building activities with their department. There will be a friendly competition between departments each month with the winning department receiving a prize. These team activities will allow employees to interact with each other and take a break from their stressful work routine.

Pay Raises/Bonuses: Every employee at eZsqueeZ is eligible for a pay raise or a bonus. Pay raises and bonuses are decided by the C-suite and are given to employees who show ample effort and provide quality work. The C-Suite will submit pay raise and bonus applications to the Human Resources Department with their Supervisor Evaluation Form. Please see **Performance Evaluations** (pg. 12) for more information.

5. ACKNOWLEDGMENT OF RECEIPT

I, _____, Employee Name, acknowledge that I have received a copy of the eZsqueeZ Employee handbook. I have read through and fully understood all of its contents. If I had any questions, I have clarified them with Human Resources.

I will adhere to all current and future rules and guidelines listed in the handbook.

I understand that termination may occur for any reason at the will of my employer, with or without notice.

Employee Name (Print)

Employee Signature

Date

6. APPENDIX

List of Excused Holidays:

nj.gov/education/holidays20222023.shtml

Acceptable Use Policy:

bit.ly/3Qoowtp

References:

"Employers" (eeoc.gov/employers)

"Equal Employment Opportunity" (dol.gov/general/topic/discrimination)

"Harassment" (eeoc.gov/harassment)

"Parts of Medicare" (medicare.gov/basics/get-started-with-medicare/medicare-basics/parts-of-medicare)

"Social Security Program Data" (ssa.gov/oact/progdata/index.html#)

"What Is Workers' Compensation?" (nationwide.com/lc/resources/small-business/articles/what-is-workers-compensation-insurance)