

Dried Delights



Don't try it 'till you dry it

EMPLOYEE HANDBOOK

2023 - 2024

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Social



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Welcome Letter



Hello new employees! Welcome to Dried Delights! We are so excited to have you join our team. I hope you find a new home here at our company and quickly find your place among our passionate and hardworking employees. We pride ourselves on our collaborative and positive work environment and look forward to our new addition. At Dried Delights, our mission is to revolutionize the snacking industry with nutritious and delicious options that promote a healthy lifestyle while eliminating food waste through upcycling. With our unique dried fruit products, we are thrilled to be making this goal a reality, and even more excited that you are joining us on this journey. But in order to succeed, there are certain rules and responsibilities that every employee must follow.

In order to help you transition into our work environment smoothly, we have provided you with this handbook. Inside you will find explanations of our company's values, rules, procedures, organization, etc. I encourage you to read it in its entirety to prepare yourself for your new role and properly understand Dried Delights so we can reach even greater heights as a team. If you have any questions or concerns please don't hesitate to reach out to our HR department, and never be afraid to voice your concerns.

Once again, we are very excited to have you join our team. I am confident that you will find a family here at Dried Delights, and excel in your new position. I wish you all the best as you start your Dried Delights journey, and don't forget, don't try it 'till you dry it!

Sincerely,

Nathalia Guzman

Chief Executive Officer



Company Overview

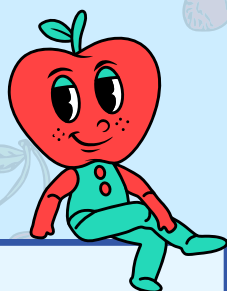


Company Description

Dried Delights takes fruit from local supermarkets and farms that would otherwise have gone to waste and transforms the fruit into upcycled delights. By receiving the fruit at a 90% discounted rate from partnering suppliers, Dried Delights is able to successfully achieve competitive pricing, which is optimal for consumers. Dried Delights utilizes visually appealing packaging based on extensive market research in order to best cater to the target market of school aged children. Through delicious products and an interactive website with a custom game that entices users, consumers are made excited about products that will enhance their wellbeing. Don't try it 'till you dry it!

Our Mission

Dried Delights aims to revolutionize the snacking industry with nutritious and delicious options that promote a healthy lifestyle while eliminating food waste through upcycling.



Company Culture

Our shared values and company standards make our work community distinctive. We strive for all of our employees to be engaged, committed, and excited to come to work everyday. We retain employees because of our accepting environment which emphasizes a sense of belonging. Employees are always treated with respect and dignity and employee discrimination is not tolerated. We like to recognize our employees for their hard work by awarding them with an Employee of the Month certificate. Our employees always come first.



Nastalia Guzman
CEO



Sophie Bravo
CHRO



Riddhi Jain
COO



Chase Yaris
CBO



Skilar Silverman
VP of Diversity and Sustainability



Dijo Sheth
CFO



Stanley Hwang
CVO



Sawyer Wayne
CMO



Samuel Fink
CSO



Aliyah Berkovitz
HR Manager



Ken Wong
VP of User Experience



Zach Noll
VP of Strategy



Amanda Rosenberg
VP of Communications



Dylan Rauch
Sales Manager



Max Kessler
HR Manager



Nathan Lam
Graphic Designer



Oliver Fomeny
VP of Finance



Samantha Fugate
Marketing Specialist



Elaina Nijman
Marketing Specialist



Shreeya Lupo
Accountant



Carly Eisenstein
Social Media



Josiah Cookman
Social Media



Mustafa Mozavalla
Sales Manager



Sage Gershon
Sales Manager

Our Company Motto Be an Employee DELIGHT



Dedicated

Engaged

Leader

Innovative

Go Getter

Hands-on

Thinker

Employee Roles and Responsibilities



Each **C-suite employee** leads their respective departments, decisively assigning tasks and ensuring that the company stays on task and meets all necessary deadlines. The CEO ensures efficient operations and coordinates C-suite meetings with the Chief Brand, Marketing, HR, Technology, Finance, and Sales Officers, as well as frequent departmental check-ins.

The **HR department** facilitates interdepartmental collaboration and supervises interpersonal employee relations. They evaluate employees on a 2.5 month cycle and continually update the employee manual and company newsletter. The HR managers below the CHRO monitor anonymous employee reports and the VP of Diversity and Sustainability sets out the company's external corporate social responsibility agenda.

The **marketing department** conducts extensive market research in order to best cater to the primary target market of school-aged children. They develop the company's visually appealing packaging, establish product lines, and design the company's trade booth for trade shows and other promotional events. The marketing department works closely with the sales department, as they are connected by the CBO. The CMO is in charge of the VP of Communications, who works above the social media coordinators, as well as the marketing associates.

The **sales department** is responsible for communicating with other firms to create positive external relations. They aim to optimize the company's sales and finalize the work of the marketing department in the selling of products. The CSO oversees the sales managers and reports to both the CBO and the VP of Strategy in order to achieve clear company objectives.

The **finance department** works to manage the company's funds and control the salaries of employees. They determine what percentage of the money goes to philanthropic endeavors and allot bonuses and benefits to the hardest working employees each month. With the COO as the department's manager, the VP of strategy assists the CFO in leading the VP of Finance and the company's Accountant..

The **IT department** is in charge of creating and maintaining the company's website, which showcases the products and limited offers and discounts. They design the company's customized game, which utilizes motion sensors as users slice the screen's falling dried fruit with their hands. The CTO works with the COO and the VP of User Experience, as well as the Graphic Designer, so as to effectively manage the online orders, optimize customer's online experience, and help to solve any technical issues that arise.

Attendance Policy

Dried Delights follows a typical Monday-Friday, five day work week. Our employees are expected to attend work each day and notify HR via email if they aren't able to.

Absences from the office are classified as the following:

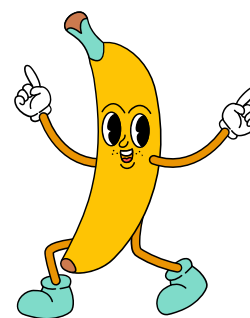
- Excused absences: No pay is lost
 - Examples: School field trip, College Visit excused by school, Guidance Appointment, etc
- Unexcused absences: Pay is lost unless specified
 - Sick days: An unexcused absence; however, employees receive 7 paid sick days per year
 - These days cannot be used as personal days
 - Personal days: Another unexcused absence; however, employees receive 7 personal days per year
 - These include Vacation and Early Dismissal from school (excluding sickness)
 - This does NOT include Cutting Class

We consider a habit of arriving late to the office a **tardy**, which is classified as the following:

- Arriving late to class
 - Excused with a pass
 - Unexcused without a pass
- Taking excessively long breaks that impairs work
 - Ex. Extra long bathroom breaks

Penalties for excessive tardies and absences:

- 5 unexcused tardies = minus 1 personal day
- 3 unexcused absences = minus 1 personal day



If you do not notify HR of your absence prior to the class period, you will be marked **No Call, No Show**. This will result in an automatic unexcused absence that docks pay for that day and counts towards 3 unexcused absences.

Please email the HR department at drieddelightshr@gmail.com should there be any changes in your ability to attend for the day. This will notify us to properly update your attendance and for you to avoid a No Call, No Show.

Company Etiquette

Digital Etiquette

Any employee at Dried Delights represents the company, be it in person or online. For this reason, employees are expected to uphold professionalism through their virtual presence. When communicating with other firms during virtual trade shows, employees are expected to be cordial and civilized in their conduct. Social media plays a large role in the functioning of Dried Delights and is a useful form of outreach to consumers. As a result, Dried Delights strives to maintain an effective social media presence on various platforms, such as Instagram and Tiktok, and strives to make supportive and encouraging posts on our platforms. The Social Media Managers ensure that there is no profane language used, and all content must be entirely appropriate.

Technology Usage Policy

Employees are required to limit their use of cell phones, with the exception of emergencies. Proper use of computers in the office is permitted.

Dress Code

Here at Dried Delights, we want everyone to feel safe and welcomed. We believe it is important to maintain a professional yet enjoyable environment by having our employees dress casual and comfortably. Employees will be expected to wear business formal attire on competition days and can wear branded merchandise to Trade Shows. We understand that everyone has different beliefs and try to accommodate for everyone, while ensuring that each employee is respected. All employees at Dried Delights are required to avoid attire with offensive or inappropriate drawings or sayings.

Harassment

At Dried Delights, harassment is completely unacceptable. If an employee is being harassed by another employee, no matter the rank, they should file a complaint to the Human Resources department. Complaints will be investigated and kept completely confidential with that employee. All complaints will be taken seriously and investigated thoroughly. We take accusations very seriously, and if any employees are found to be harassing others, they will be terminated and written up immediately.



Health & Emergencies

Injuries

We don't have medical staff within our company or carry any epipens, just basic first aid, so all injuries are assessed on scene and if there is a need for more extensive medical care an ambulance may be called.

Fires

There will be a fire alarm that sounds along with white flashing lights to indicate a fire has been detected in the building. Each room has a fire extinguisher, fire blanket, emergency window, and an emergency exit plan on the door that shows the closest building exit.

Intruder

If there is an intruder in the office building there will be an alarm that sounds saying "intruder alert." After the alarm sounds, blue strobe lights turn on in and around the building. If you see these lights from outside the building do not enter and stay away from the premises. Those inside will be put into lockdown where we have set plans for each room to lock the door and hide.

Gas Leak

There is an alarm that will sound indicating there is a gas leak, when you hear this sound you must immediately exit the premises following the emergency exit path you would take in event of a fire.

Disciplinary Action and Termination

If an employee is found of violating any of our policies, the HR team will determine the appropriate disciplinary actions that will be taken towards the employee. Any policy violation that would result in immediate termination is described in the employee handbook. All other policy violations will result in unpaid suspensions or decreased pay. If violations continue the employee will be terminated.

Confidentiality

At Dried Delights, we prioritize the privacy and security of our employees' confidential information by implementing a comprehensive set of stringent protocols. Regular employee training sessions underscore the importance of confidentiality, fostering awareness about potential risks and consequences associated with unauthorized disclosure. Confidentiality agreements are a standard practice for employees, contractors, and third parties involved, outlining clear obligations for safeguarding sensitive information. Robust monitoring and auditing mechanisms are in place to track and identify any unauthorized access or activities.



Customer Data



Employee Records



Non-Disclosure Agreement

Conflict Resolution Policy

At Dried Delights, we strive to avoid conflicts in the workplace. However, should a conflict arise, we have created a dispute resolution policy to help effectively navigate any issues. We aim to catch issues early on and develop solutions to ensure our workplace is collaborative, constructive, and communicative.



If a conflict arises in the workplace, an HR manager will speak to each party separately about the issue, making sure to keep an open mind and show genuine interest in hearing the employee's concerns.



The HR manager will then examine each version of events, writing a report about what happened and some possible solution.



Once the drafted report is complete, the HR manager will meet with the team members involved to mediate a discussion about what occurred, objectively recounting the details to the parties in order to verify that your report was accurate. Employees will be given the opportunity to add or correct any details.



Once a consensus has been reached about what occurred, the meeting can now turn to discussing potential solutions. As the objective party, the HR manager will propose their own solutions from the report, while also considering any proposals from the affected parties.



Once a final solution has been reached, the report should be updated accordingly and printed out for each party to sign. Afterwards, the document should be filed in a designated "Conflict Resolution" HR folder.

Integrity



Dried Delights provides the same opportunities to employees and prospective employees, no matter their gender, sexuality, ethnicity, religion, disability, age or on account of any other difference. This means that Dried Delights ensures everyone is treated fairly in terms of hiring, promotion, and compensation.

Accountability

Try avoiding conflicts that may arise with other team members in order to promote a healthy work environment. Uphold exemplary behavior, honesty, and a sense of pride in your actions. Understand your responsibilities thoroughly to ensure the delivery of high-quality work.



Patience



Patience is a crucial component within Dried Delights. To execute your work effectively, avoid rushing your tasks or pressuring others. When waiting on a coworker, allow them the necessary time to fulfill their responsibilities.

Conscientious

Recognize that your actions have a collective impact on the entire company. Consider how your decisions will influence others and understand the potential consequences that may arise.



Corporate Social Responsibility



Dried Delights is devoted to upholding their impactful corporate social responsibility. Through their collaboration with the **Action for Healthy Kids** organization, a portion of their proceeds are used to fund the nonprofit's mission to promote a healthy body and mind in children through health initiatives. Dried Delights donates fruit to both Action for Healthy Kids and **Island Harvest Food Bank**. By obtaining their Upcycled Certification, Dried Delights showcases their commitment to reduce food waste and promote sustainable practices. The company also aims to be carbon neutral through their use of renewable energy and reforestation efforts as they partner with **The Fruit Tree Planting Foundation**, an international nonprofit dedicated to planting fruit-bearing trees and plants. The planted trees absorb excess carbon dioxide in the atmosphere to mitigate climate change and are strategically planted to serve communities in community gardens, public schools and parks, low-income neighborhoods, and international hunger relief sites.



Hiring Process



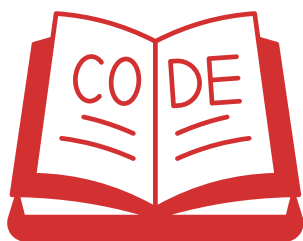
Dried Delights will advertise any job openings to the public, offering applications. After HR and the CEO sift through all applications and resumes received, serious, qualified candidates are offered an interview. Background checks are then conducted so as to ensure that no prospective employee is a convicted felon or poses a threat to the company. After the interview process, the successful candidate is offered a position at the company/

Onboarding Process

Once new employees are hired, they must become acclimated to the company. The HR department ensures that the new employee is welcomed accordingly and provides them with all necessary assistance. HR conducts a casual welcome meeting with the new employee while promoting the company's values. The employee is then sent to their department, where they will meet their coworkers and supervisors, who will clarify expectations and instruct the new employee on how they are to execute their roles and responsibilities. The new employee can shadow older employees for their first week of employment to get a better understanding of their place within the company and also to interact with employees across departmental lines.



Employee Expectations & Conduct



All of the Dried Delights employees are expected to be present during our 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 Human Resources as soon as possible. If an employee becomes ill and is unable to come to work, it is key that they let us know in order to plan accordingly. Absences will be excused in these circumstances. However, whenever possible, employees are expected to communicate their absences with HR. Paid holidays include Labor Day, Indigenous Peoples' Day, Election Day, Veterans' Day, Thanksgiving, Christmas Day, New Years Day, and Presidents' Day

Company Policies



Payroll



Dried Delights' employee wages are paid on the 15th and 30th of every month through continuous bank transfers. Wages differ depending on the employee's position. Roles with fewer responsibilities will be paid less and roles with greater responsibilities will be paid accordingly. Each of Dried Delights employee's specific annual wages are noted in their employee contract letter. We believe that hard work should be rewarded. After announcing our employee of the month, a bonus is given to that employee directly after they receive the award. Long-term small workers compensation plan.

Deductions

There are some federally mandated deductions that Dried Delights employees must accept from their paychecks. They are as follows: Social Security, Medicare, Federal withholding taxes, State withholding taxes, and Court-ordered garnishments/child support.



Direct Deposits



At Dried Delights, we use a direct deposit system where each employee's checks are deposited directly into their bank account. If an employee wants to receive their paycheck through the mail, they can contact any member of the Human Resources department.

Employee Expectations

All employees are expected to complete weekly task trackers. These trackers help not only HR evaluate employee performance and productivity, but also help employees keep track of their goals, progress, and work pacing. Employees are expected to work productively while at the company and make progress towards individual and shared goals. These trackers are also a way to maintain employee morale, since we ask that employees reflect on accomplishments from each week, giving the team things to be proud of.

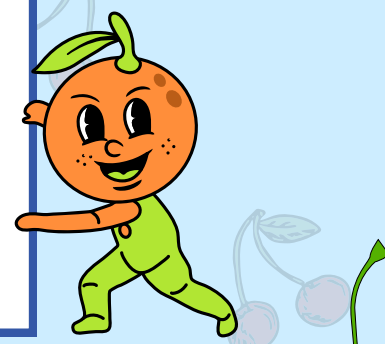
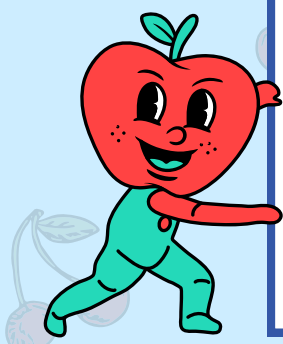
Employee Name: _____

Dried Delights Employee Performance Tracker

Date:	Goals/To-Do: - What was completed/worked on in class today? - Additional Notes: - *
Date:	Goals/To-Do: - What was completed/worked on in class today? - Additional Notes: - *
Date: 11/29/23	Goals/To-Do: - What was completed/worked on in class today? - Additional Notes: - *
Date: 11/30/23	Goals/To-Do: - What was completed/worked on in class today? - Additional Notes: - *
Date: 12/1/23	Goals/To-Do: - What was completed/worked on in class today? - Additional Notes: - *

What was the biggest win of the week?

What did you find most challenging/what do you need help with for next week?



Performance Evaluations



All of Dried Delights employees have quarterly evaluations where HR will effectively evaluate their performance and efficiency during company time. The evaluation starts with an interview where HR will request tangible evidence from our employees that they have been working and completing their tasks. HR will also gather evidence departmentally to see how you work within a group and interact with your peers. They will also access all of the weekly trackers that every employee is expected to fill out.

DRIED DELIGHTS

Employee Performance Review

Employee Information

Name	<input type="text"/>	Employee ID	<input type="text"/>
	<input type="text"/>	Date	<input type="text"/>
Department	<input type="text"/>	Manager	<input type="text"/>
Review Period	<input type="text"/>		

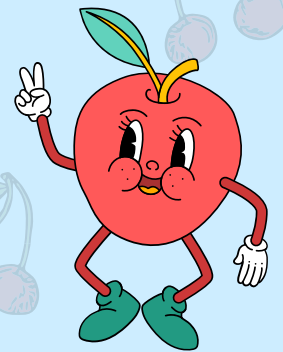
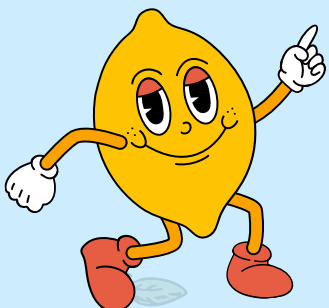
Ratings

	1 = Poor	2 = Fair	3 = Satisfactory	3 = Good	4 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation

Additional Comments

Employee signature
Manager Signature



3-Strike Policy

Dried Delights utilizes a 3-Strike policy when evaluating employees. This method is designed to communicate to the employee what they can improve on and give them a chance to make necessary changes. Communication, documentation, and consistency are key elements in implementing a fair and effective 3-strike performance review system.

The 3-Strike Policy:

First Strike - Initial Feedback:

- Provide constructive feedback on specific performance issues.
- Clearly communicate expectations and areas needing improvement.
- Offer support and resources for improvement.
- Document the discussion and set a timeframe for improvement.

Second Strike - Follow-up Review:

- Assess the employee's progress since the initial feedback.
- Provide additional guidance if necessary.
- Reinforce expectations and consequences if improvements are not made.
- Document the discussion and set another timeframe for improvement.

Third Strike - Final Warning or Consequences:

- Evaluate the employee's performance again.
- If there's insufficient improvement, issue a final warning or specify consequences.
- Clearly communicate the potential outcome if performance does not meet expectations.
- Document the discussion and actions taken.



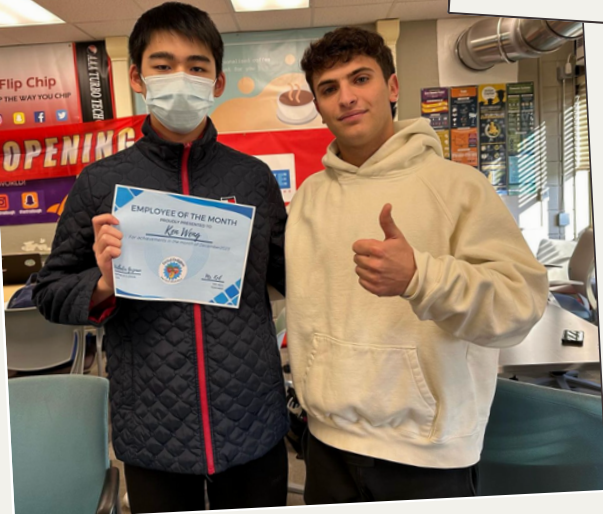
Employee Recognition



Dried Delights believes that our entire staff consists of hard working, determined, passionate individuals, that is why it is only fair to formally recognize an employee a month. The employee of the month is decided by the HR department and CEO. Winning employee of the month, the company awards you a certificate with name, date, and title while also getting a \$150 bonus.



Sales Competition Winners!!



December Employee of the Month!!



November Employee of the Month!!

Professional Development

All employees will participate in department specific developmental classes that will be run by the chief of that department. The classes will be taught with the goal to make our employees more knowledgeable, effective, and efficient. At dried delights learning never stops and we make sure you go home everyday a stronger worker and a better person. The C-suite employees monitor improvement throughout the quarter by means of employee evaluation meetings. This is conducted to ensure efficient work is completed for the betterment of the company.

Employee Benefits

At Dried Delights we want to show our employees we value them. As a start up company, we currently have a wide offering of great current benefits. We are actively listening to our employees and will continue to add to the benefits beings offered.

Current Benefits:

- Free Gym Membership
- Product Discounts
- Paid Time Off
- Fun Fruit Fridays - activities coordinated and ran by the HR department
- Monthly Company Luncheon
- Health Insurance
- Performance Bonus

Future Benefits:

- Retirement Planning
- Mental Health Services
- Company Retreats
- Work from Home
- Stock Options

Terms of Agreement



I, _____ read and reviewed the Dried Delights Employee Handbook and I understand how it applies to my role. I will follow all of the information in the Handbook. I understand that it is important to reach out to the Human resource department if I have any questions on the Employee Handbook. I will work diligently and follow all the procedures. I understand that this non disclosure agreement will not be shared with anyone and is confidential. I accept and agree to all of the confidentiality agreements and policies.

Please Sign Below

Date:

Employee signature

**WELCOME
TO THE TEAM**

Appendix



List of Excused Holidays:

<https://www.nysed.gov>

References:

“Employment Policies” (<https://www.eeoc.gov/prohibited-employment-policiespractices>)

“Non-disclosure Agreement” (<https://www.research.psu.edu/osp/negotiate-agreements/overviews/non-disclosure-agreement-nda>)

“Confidentiality” (<https://www.eeoc.gov/confidentiality>)

“Attendance” (<https://www.syossetschools.org/cms/lib/NY50000216/Centricity/Domain/244/Student%20Attendance%20Policy%205100.pdf>)

“Sick Days” (<https://www.ny.gov/new-york-paid-sick-leave/new-york-paid-sick-leave>)

“Harassment” (<https://www.eeoc.gov/harassment>)

