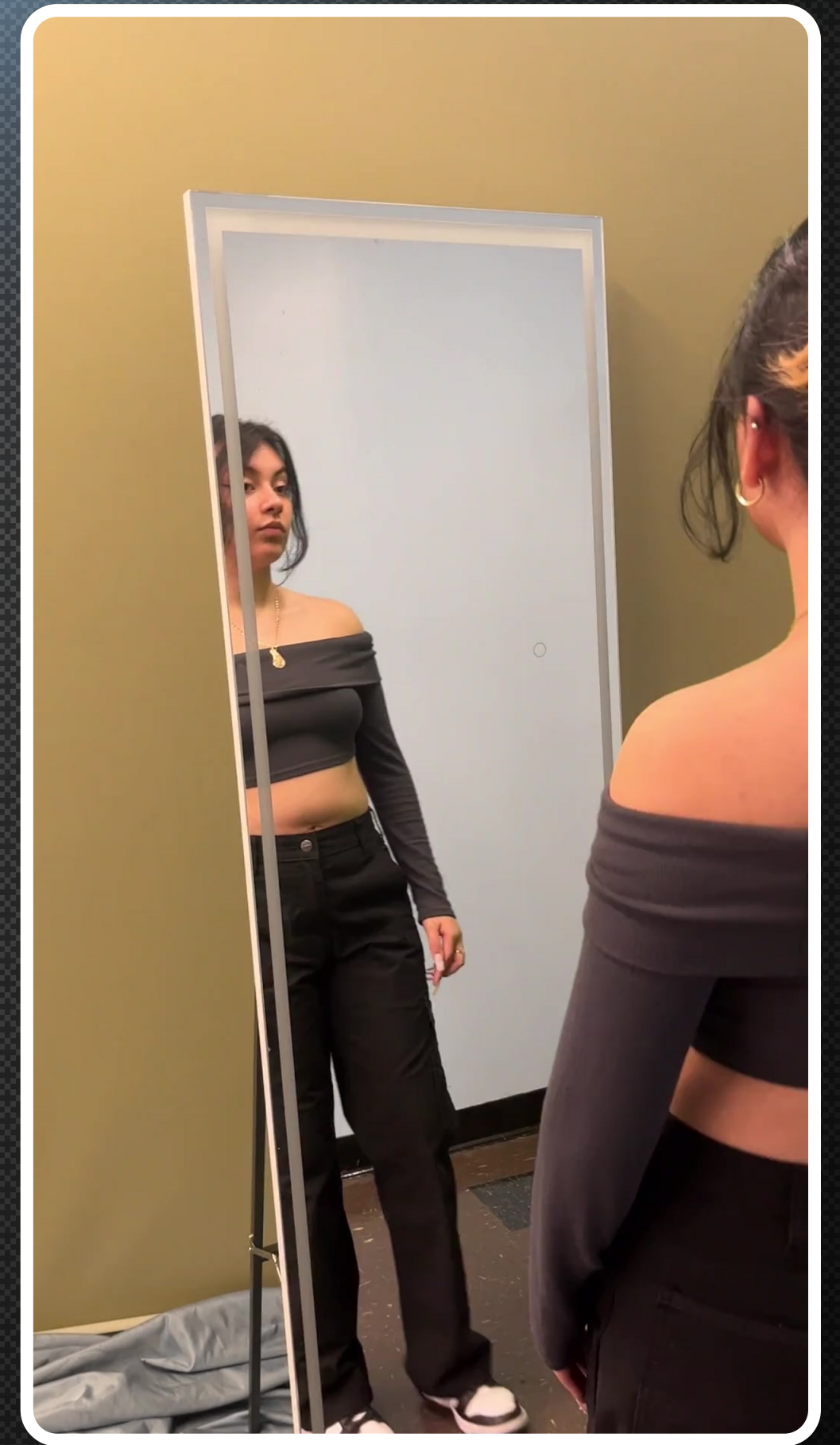
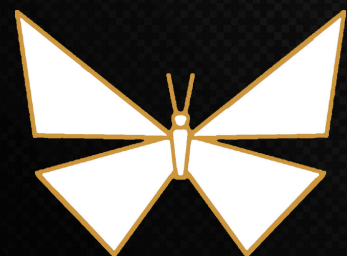


AURA

Human Resources Management Plan

High School for Arts & Business
105-25 Horace Harding Expressway
Corona, New York 11368
Ana R. Zambrano-Burakov, Principal



auranycve.com

Introduction

Fundamentals

- Networking
- Branding
- Workshops
- Competitions
- Conferences
- Trade Shows

AURA

Employee
Handbook



2 | 2
0 | 0
2 | 2
3 | 4

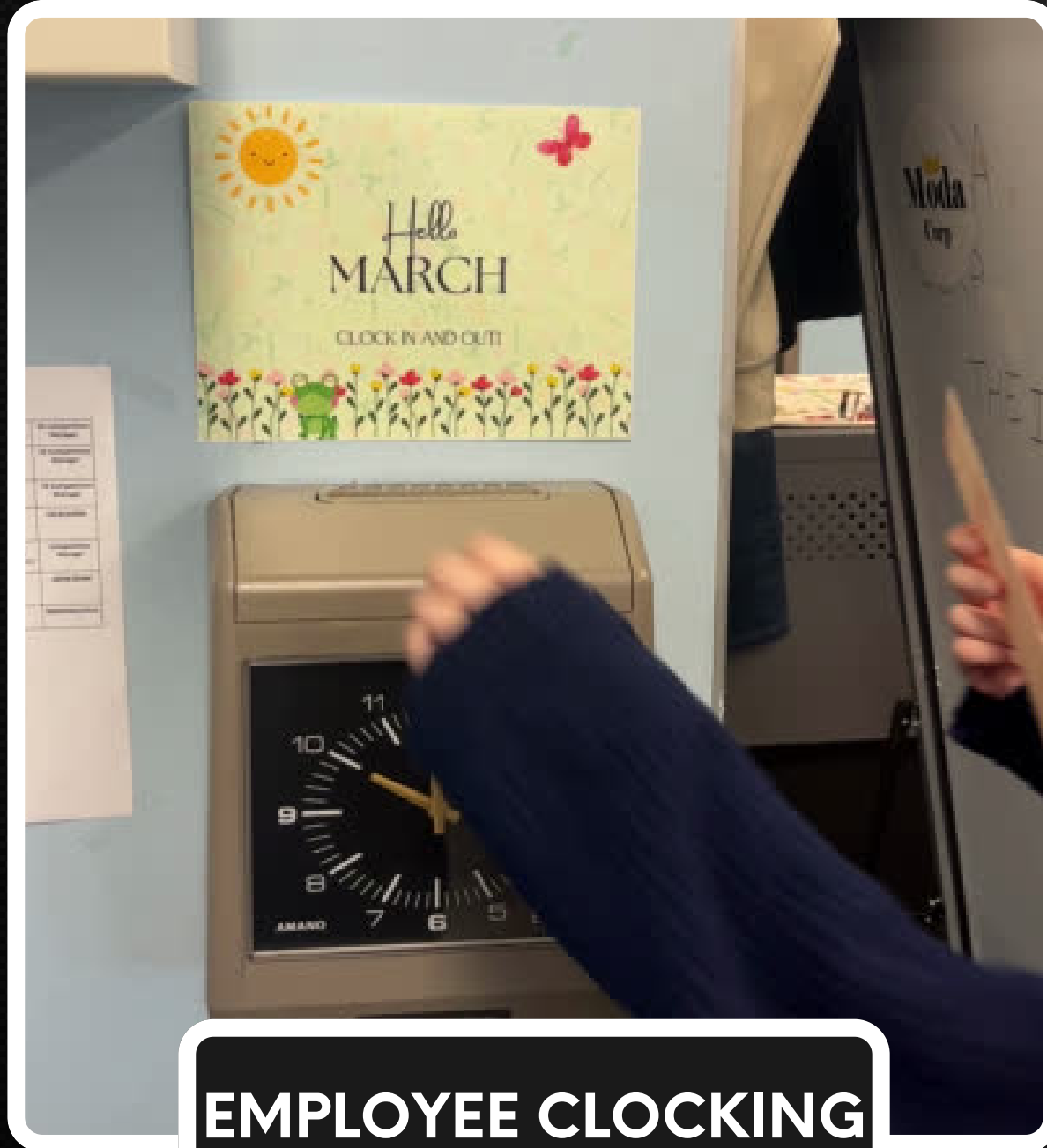
(718) 271-8383 Ext. 210
auracorporation.ny@veinternational.org
www.auranycve.com
105-25 Horace Harding Expressway,
Corona, NY 11368

@auranyc.ve
Aura Corp NYC
@auranycve

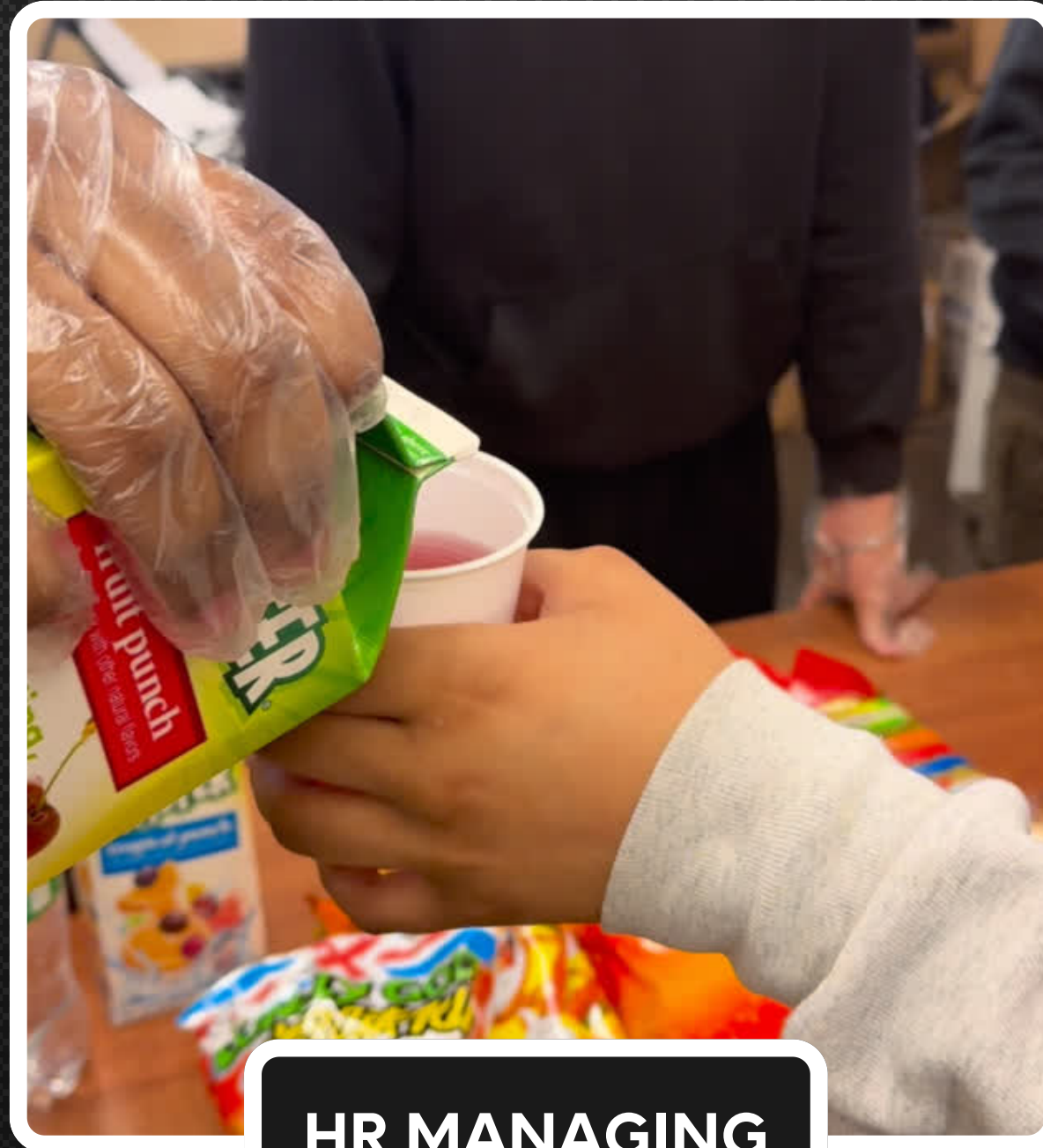
VE Is Competitive



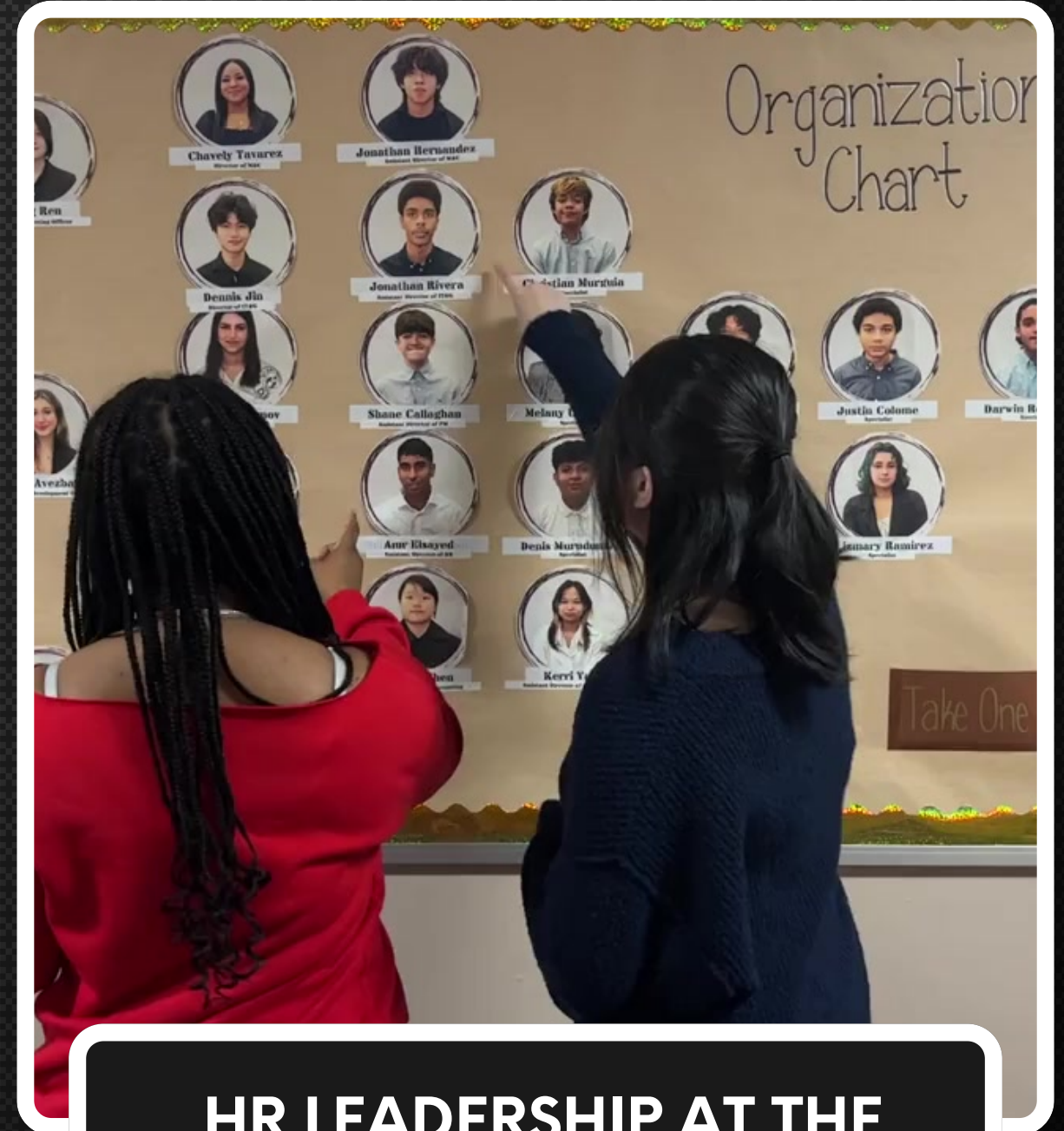
HR @ Aura Corporation



EMPLOYEE CLOCKING INTO WORK



HR MANAGING BREAKFAST



HR LEADERSHIP AT THE ORGANIZATIONAL CHART

Overview

- Goals
- Values
- Culture
- Employee Department



Employee Handbook

**Employee
Development**

Employee Communication

Work Basics

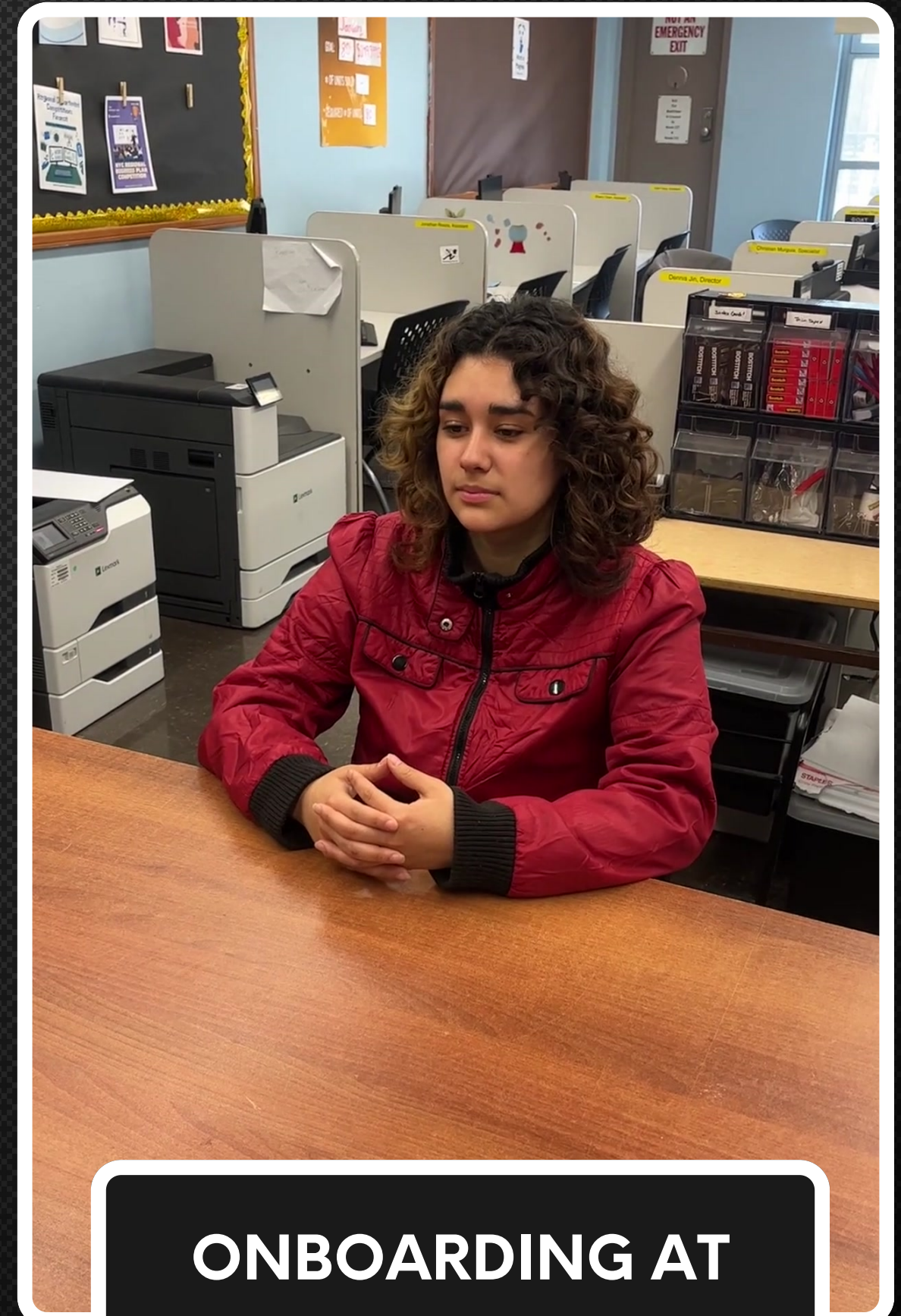
Compensation

Benefits

Code of Conduct

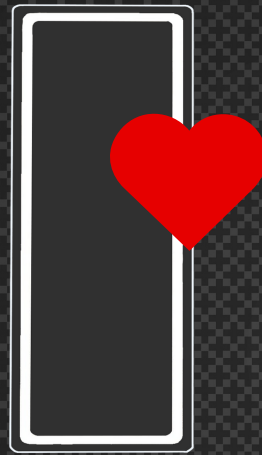
Welcome and Introduction

Workplace Policies



**ONBOARDING AT
AURA**

About AURA



**Digital Communications and
Wellness Start-up**



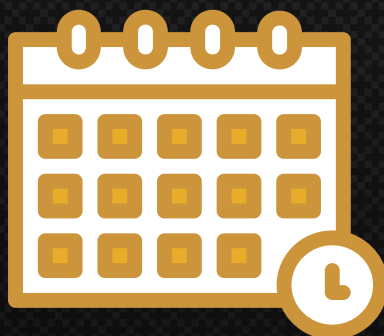
Markets and Sells the ICON



Located in Corona, NY



S-Corporation



Incorporated on 10/5/23

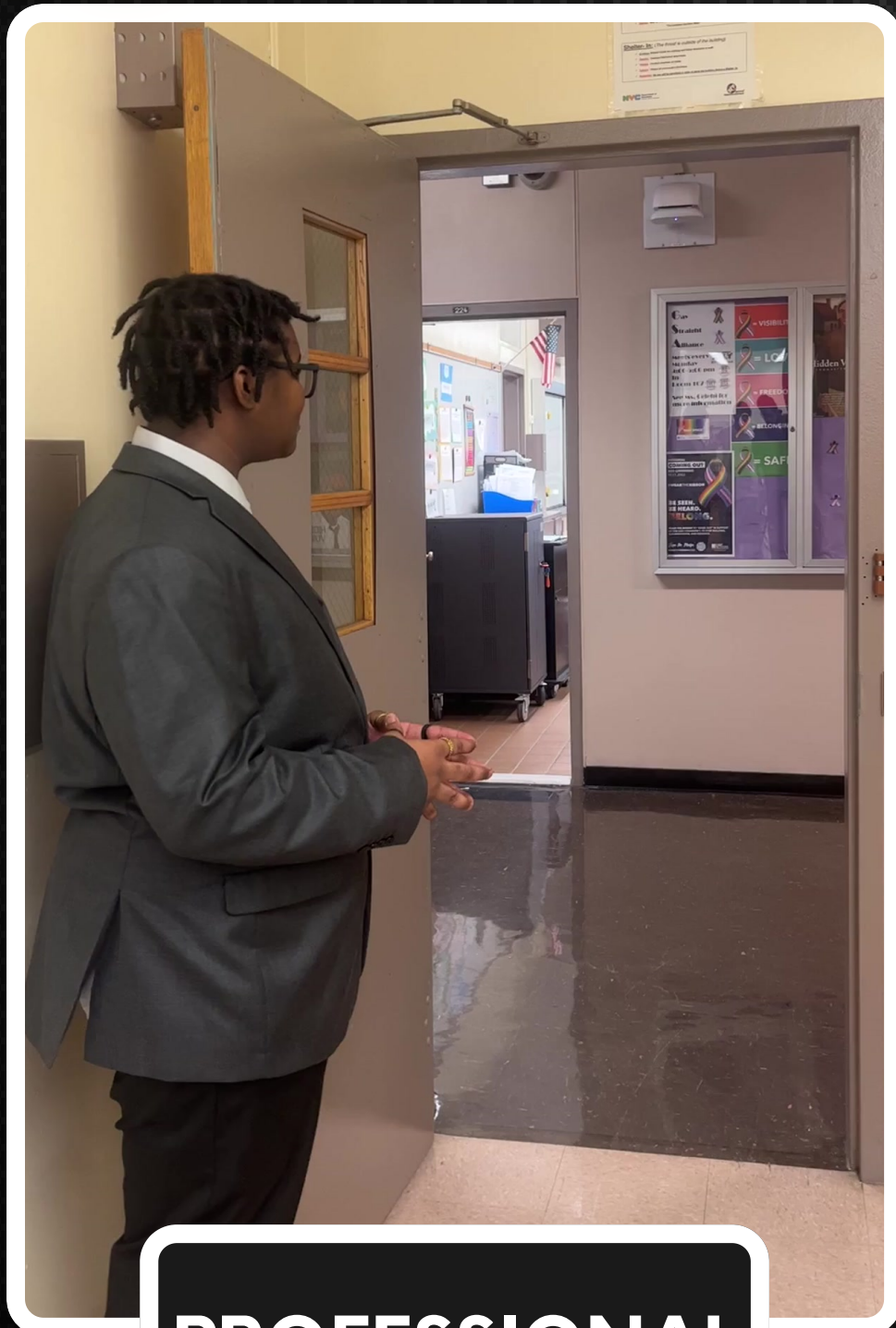


Mission Statement

“To inspire everyone to connect to the digital world through innovative tools and healthy relationships”

- Tanai Nation, CEO of AURA

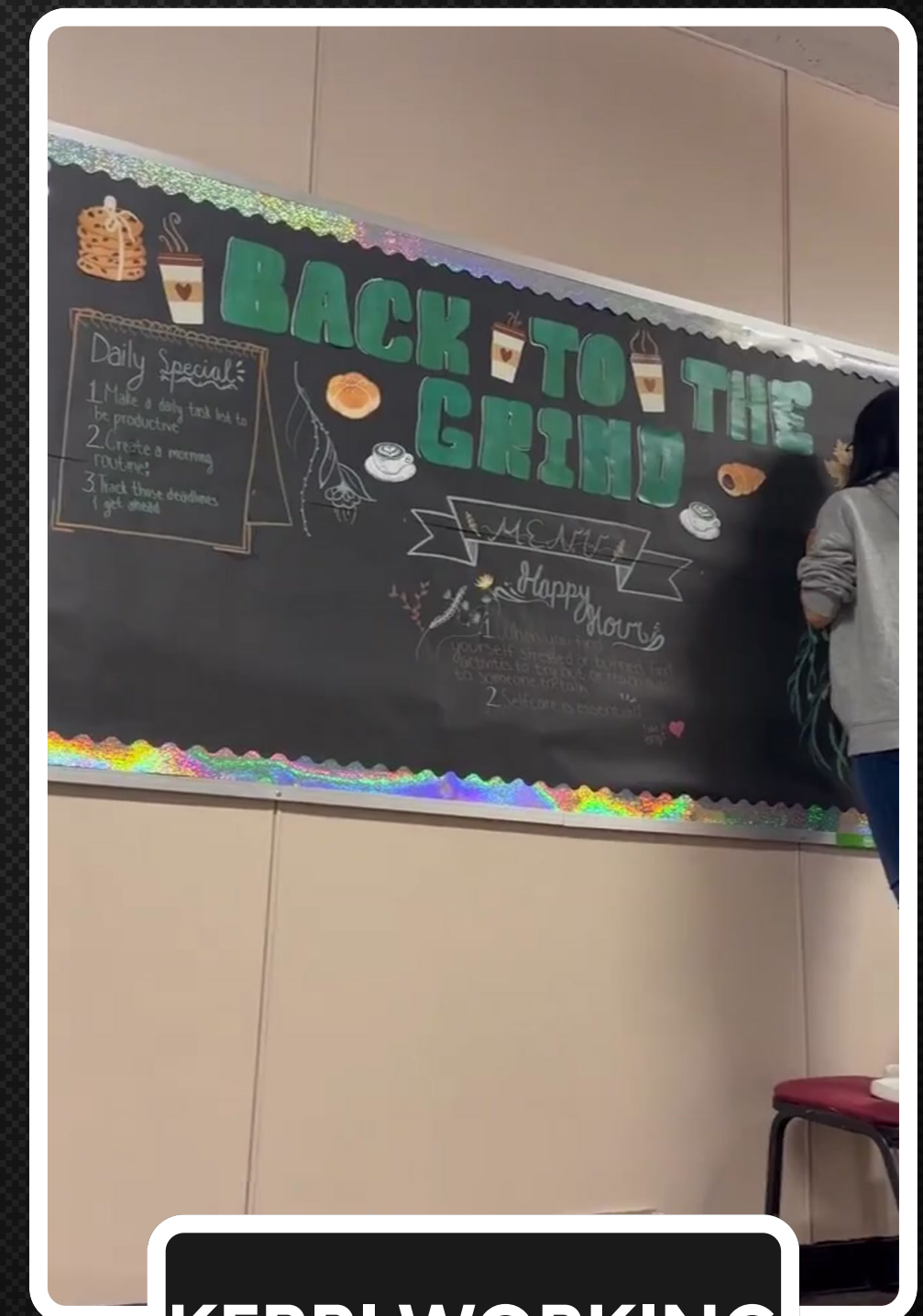
Expectations



**PROFESSIONAL
WEDNESDAYS**



**AURA
EMPLOYEES
HARD AT WORK**



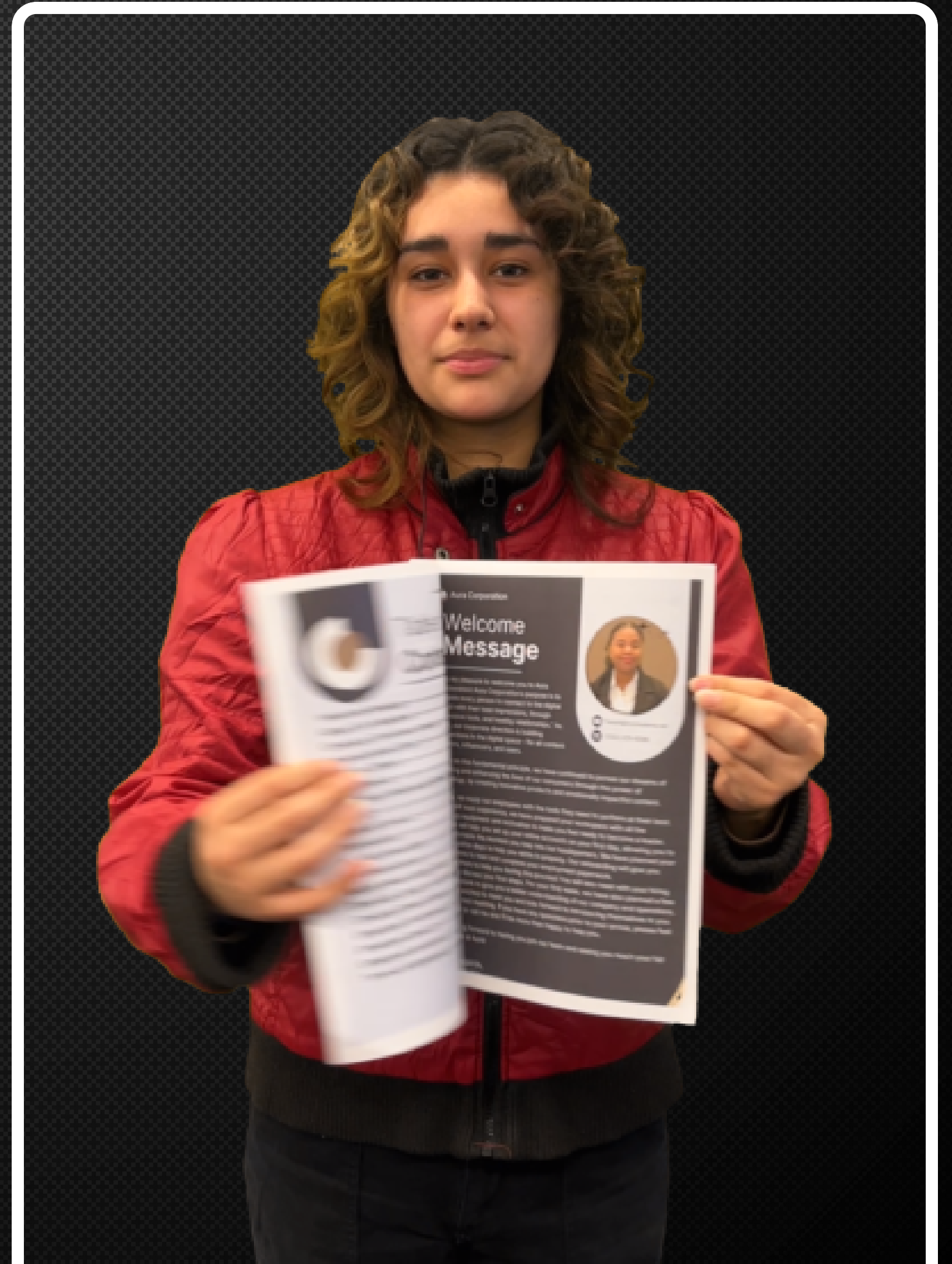
**KERRI WORKING
ON OUR
BILLBOARD**

Content



Table of Contents

Welcome Message -----	1
About Our Handbook -----	2
Company Overview & Mission -----	3
Organizational Chart -----	4
C-Suite Officers -----	5
Departments -----	6
Workplace Policies and Procedures -----	7
Payroll -----	9
Code of Conduct -----	10
Termination -----	11
Conflict Resolution -----	12
Communications -----	13
Social Media Usage Policy -----	14
Diversity, Equity, and Inclusion -----	15
Creating Shared Values -----	16
Employee Performance -----	17
Employee Benefit -----	18
Employee Incentives -----	19
Terms of Agreement -----	20



Key Policies

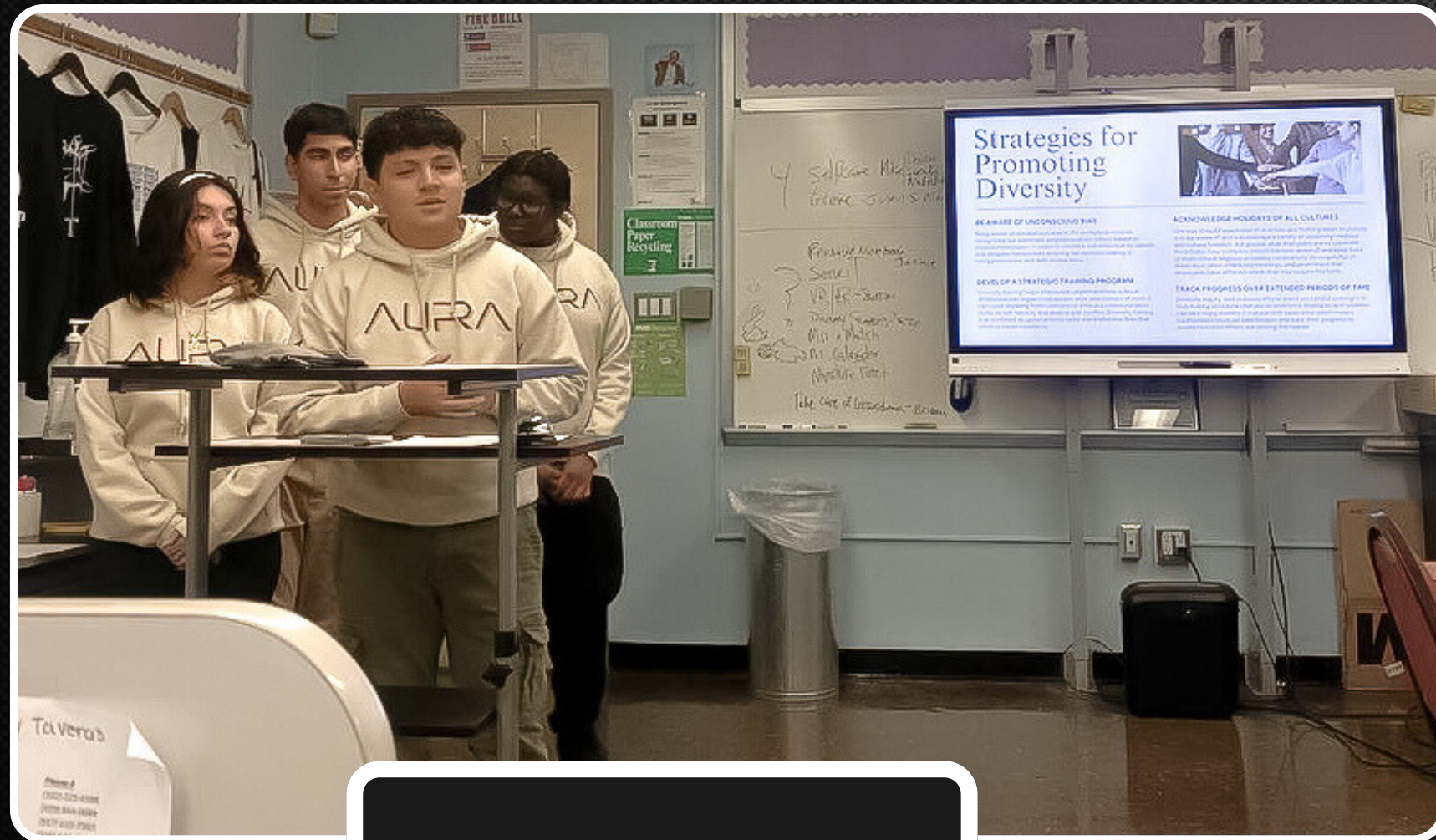
Code of Conduct



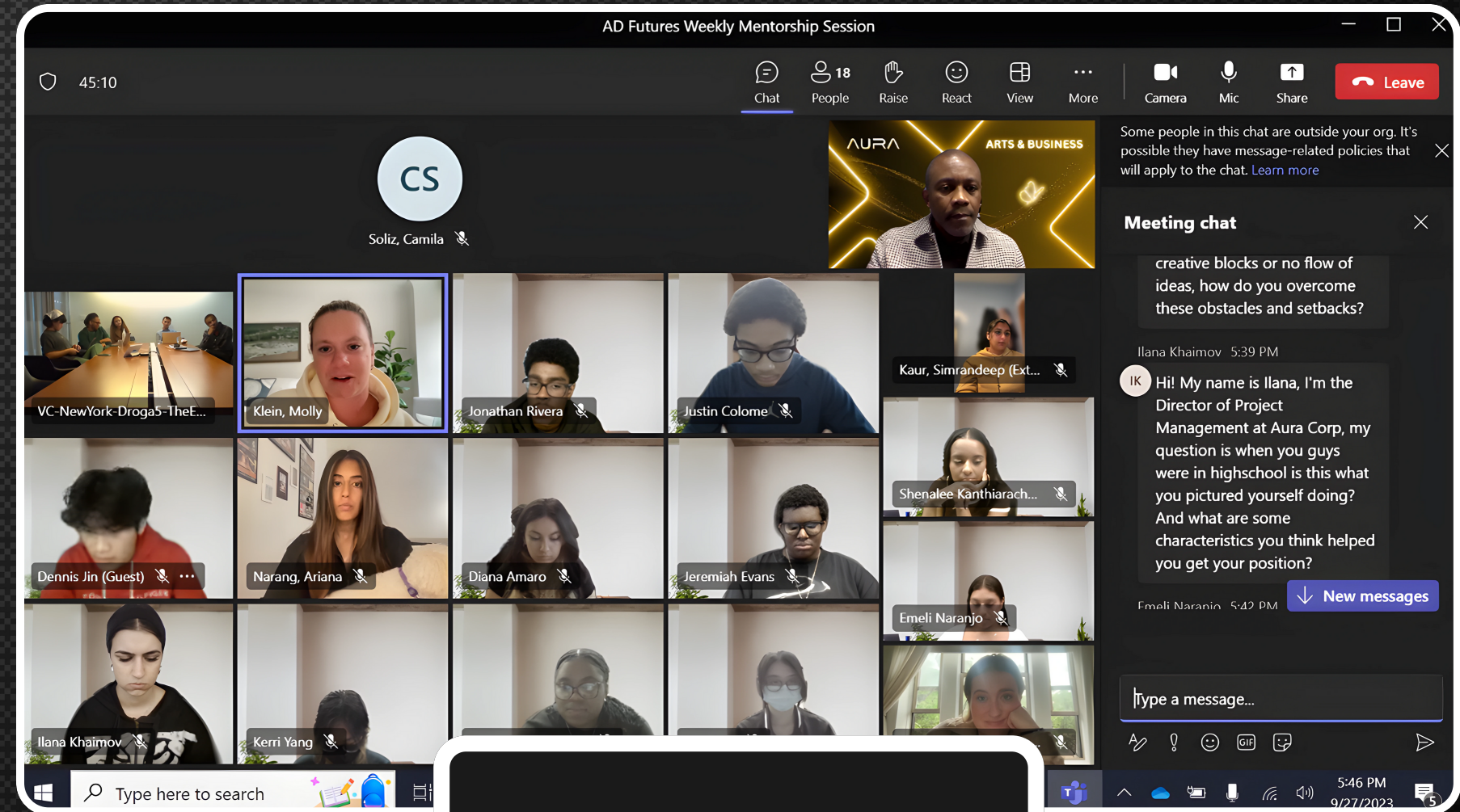
**HR DIRECTOR DISCUSSING
NEW POLICY IDEAS**

- **Compensation and Benefits**
- **Performance and Discipline**
- **Grievance**
- **Health and Safety**

Company Communication



HR'S DEI PRESENTATION



VIRTUAL MEETING WITH DROGA5

Channels

JUSTIN RESPONDS
TO AN AGENDA
ITEM

- Newsletter Competition: April 22nd - May 9th, 2024
- Newsletter Competition Team - ITG, HR, Ying, Justin
- Enrichment - <https://fortune.com/2024/03/04/america-hopelessness-crisis-economy-gen-z-mental-health-survey/>
- Maspeth Federal Savings & Loans will be making a Financial Literacy in Banking presentation on Thursday, March 28th, 2024, Room 122, beginning promptly at 9:00 AM and ending at 10:30 AM. All VE and Pre-VE students are mandated to be there. See me for a class pass.
- Breakfast - Wednesday, March 27th, 2024
- Please post your food contribution to our Cultural Day Breakfast on Thursday, March 28th, 2024

Add class comment...

B

I

U

☰

✕

Q Search

10:47 AM
3/26/2024

Employee Evaluation

**DIRECT
OBSERVATION**




**PERFORMANCE
REVIEWS**



**JOB-SPECIFIC
METRICS**

 Reach

449 Followers

1,098 

Accounts Reached

**316
Followers**
(+11.2%)



**782
Non-Followers**
(+332%)

Impressions

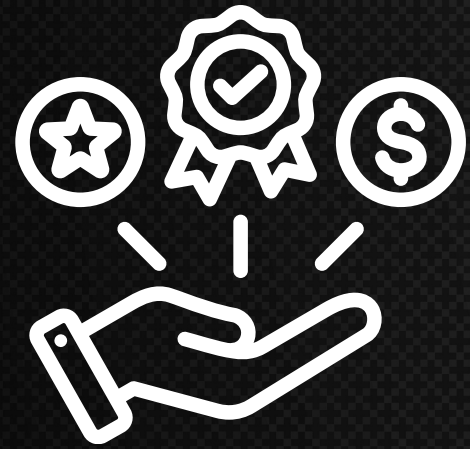
12,237
+49.5% Increase



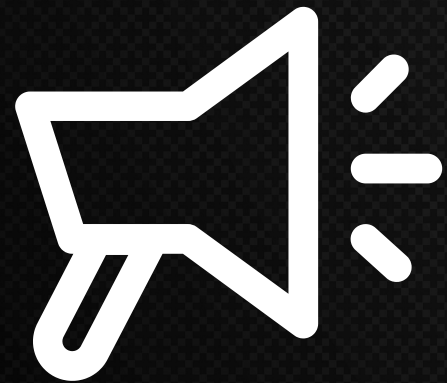
Audience Age Ranges



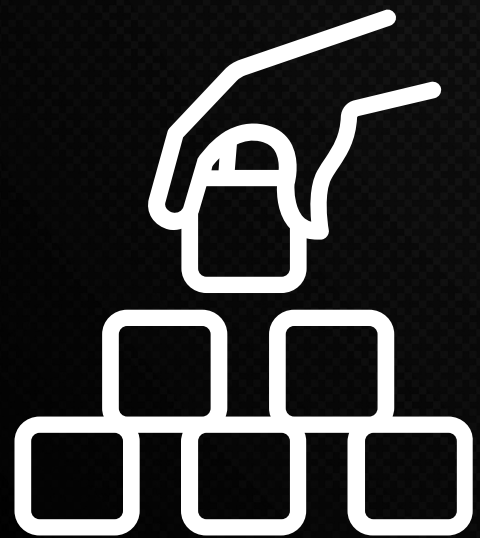
Employee Recognition



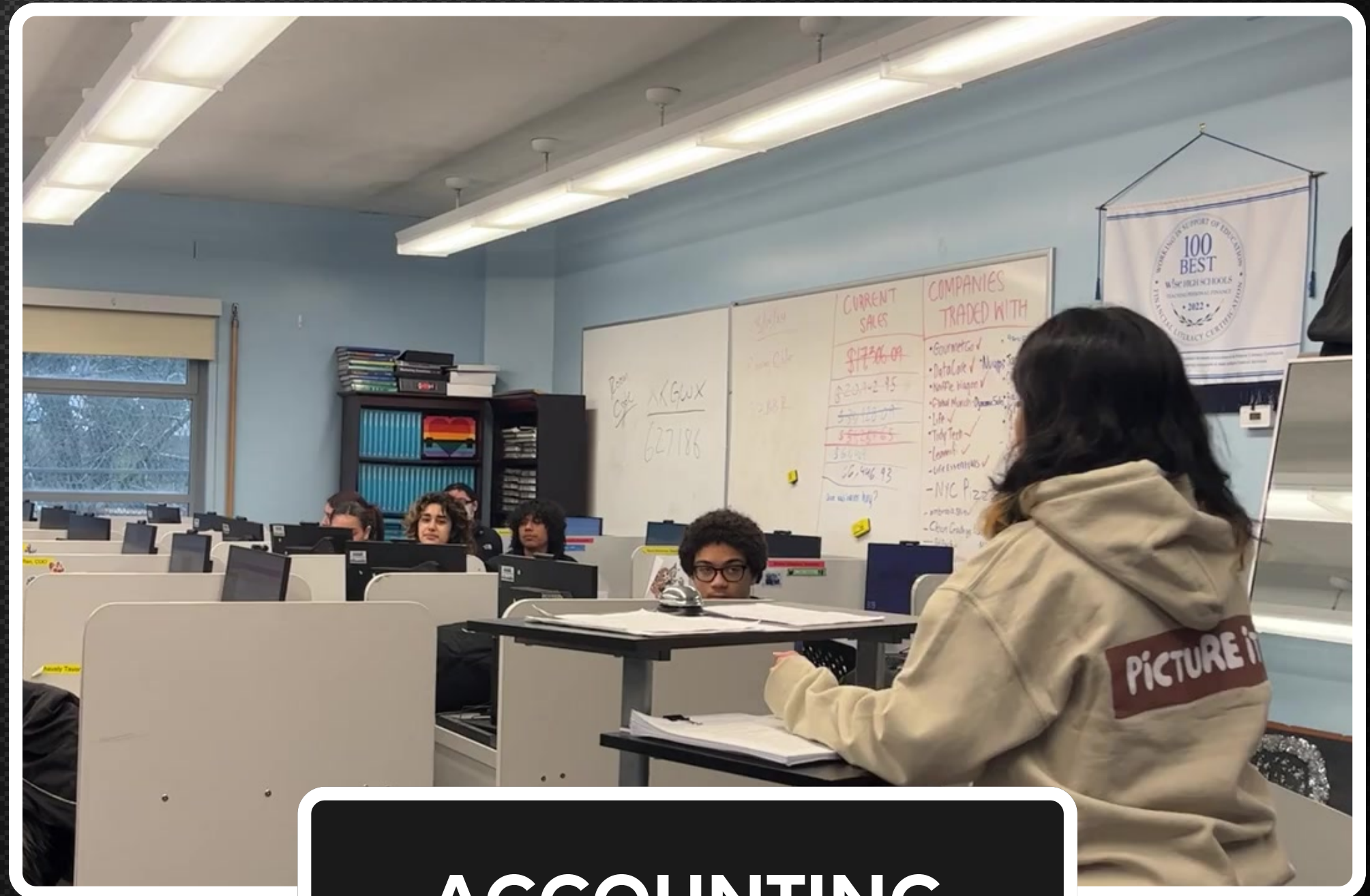
**REWARDS FOR
ACHIEVEMENTS**



**"SHOUT OUTS"
FOR INITIATIVE AND
CONTRIBUTIONS**



**TEAM-BUILDING
ACTIVITIES AND
EVENTS**



**ACCOUNTING
RECEIVING KUDOS**

Rewards for Achievements

EMPLOYEE OF THE MONTH

EMPLOYEE
— OF THE —
MONTH



JUSTIN COLONE

Thank you for all your hard work this month, we're lucky to have you here.



EMPLOYEE
— OF THE —
MONTH



JONATHAN RIVERA

Thank you for all your hard work this month, we're lucky to have you here.



EMPLOYEE
— OF THE —
MONTH



**MELANY
UTTERMANN**

Thank you for all your hard work this month, we're lucky to have you here.



EMPLOYEE
— OF THE —
MONTH



**MIGUEL
NAVARRETTE**

Thank you for all your hard work this month, we're lucky to have you here.



EMPLOYEE
— OF THE —
MONTH



SHERRY CHEN

Thank you for all your hard work this month, we're lucky to have you here.



EMPLOYEE
— OF THE —
MONTH



**DENIS
MURUDUMBAY**

Thank you for all your hard work this month, we're lucky to have you here.



EMPLOYEE
— OF THE —
MONTH



KERRI YANG

Thank you for all your hard work this month, we're lucky to have you here.



Employee “Shout-Outs”



auranyc.ve Shout out to IT&G for designing Aura's banner!
Keep an eye out at the next trade show! 😁



INSTAGRAM POST
01/03/24

Team Building



**UNO
TOURNAMENT**



**SNOW GLOBE
COMPETITION**



**GINGERBREAD
COMPETITION**



Be 
Your
Best!

AURANYCVE.COM

AURA