


EMPLOYEE HANDBOOK

EAGLE ENERGY
FLY FIT
2023-2024

 https://brandiraney.wixsite.com/eagle_energy

 eagleenergy.tx@veinternational.org

   @ve_EagleEnergy



EAGLE ENERGY

1350 EAGLE BLVD
HASLET, TX 76052
817.698.7328

COMPANY OVERVIEW

1 - 6

Letter From The CEO	1
Company Description & Mission Statement	2
Handbook Overview	2
Core Values	3
Organizational Chart	4
Employee Roles and Responsibilities	5
Company Culture	6

COMPANY POLICIES

7 - 10

Time and Attendance	7
Company Etiquette	7
Conflict Resolution	8
Diversity, Equity, and Inclusion	9
Internet, E-mail, and Social Media Usage	9
Corporate Social Responsibility	10
Employee & Workplace Safety	10
Emergencies	10
Injuries	10

EMPLOYEE PERFORMANCE

11 - 14

Performance Evaluation	11
Professional Development	11
PTO	11
Unpaid Leave	12
Compensation	12
Employee Motivation	12
Retirement	13
Complaints	13
Disciplinary Action	13
PIPs	14
Promotions	14

ACKNOWLEDGEMENT

15

APPENDIX

16 - 18

Employee Weekly Task Sheet	16
Written Warning Notice Form	17
Online Forms	18

TABLE OF CONTENTS



LETTER FROM THE CEO

Dear Eagle Energy Employee,

Welcome to Eagle Energy! I am pleased that you are joining us. This is an important role that you will be participating in as we look to further develop and expand our company in the future. We believe that every employee provides great value to the company which is why we have chosen you to become a part of this place.

Your future is solely based on your actions in this company and to ensure that you have the best future to come, it is crucial that you read through the Eagle Energy 2023-2024 Employee Handbook. This handbook is essential to all employees as it includes all company policies and rules, our mission, values, and goals, and much more! We believe in creating a safe but fun environment so our employees can have better chemistry and become successful while having a collaborative, productive working space. Practicing these policies and applying them to your work days will ultimately lead to the success of all our employees.

As the CEO of Eagle Energy, me and the HR Department are always open to answer any questions or concerns you have as an employee. I and the other departments are excited to grow as a team with you joining in and I cannot wait to see everyone succeed in this one-of-a-kind team.

Sincerely,

Caitlyn Campbell

CEO, Eagle Energy

817-698-7328



COMPANY OVERVIEW



COMPANY DESCRIPTION

At Eagle Energy, we believe that natural energy should come from nourishing ingredients that provide sustained benefits. That's why we have created an energy bar that meets your body's need for both caffeine and protein. Whether you're hiking, running, or just need a midday pick-me-up, our energy bars will give you the boost you need to power through any challenge. We are committed to using only the highest quality ingredients that are sustainably sourced and ethically produced. With Eagle Energy bars, you can fuel your body and your adventures with confidence.

MISSION STATEMENT

Our mission is to fuel your active lifestyle with delicious, all-natural ingredients that support your goals and enhance your performance. We are raising the bar for a natural and healthy lifestyle to fuel young athletes.



HANDBOOK OVERVIEW



This handbook will help employees and management navigate Eagle Energy's beliefs and operations. They will also be able to find processes that they must follow. Employees are to use this handbook as a general guide to Eagle Energy. Employees must sign and complete the Employee Acknowledgement Form, located on page 15, confirming their receipt and understanding of this handbook.





E

ENSURE QUALITY

Employees are expected to provide quality in every aspect of their work.

A

ACCOUNTABILITY

Employees remain accountable for their work and actions within our firm.

G

GROWTH

Eagle Energy provides an opportunity for growth in all employees careers.

L

LEADERSHIP

Employees are leaders in every aspect of their lives on the job or on the field.

E

EFFICIENCY

Our workplace is an efficient environment focused on our company mission.



COMPANY OVERVIEW



ORGANIZATIONAL CHART





EMPLOYEE ROLES AND RESPONSIBILITIES

C - SUITE

The C-Suite is at the head of our company. They are in charge of their respective departments and collaborate to ensure common goals are met within each other's departments as well. They gather resources for the department, delegate tasks to employees, ensure proper quality and quantity of work is completed, and maintain the company's vision and values. This department makes our company as a whole operate successfully.

EXECUTIVE ASSISTANT

The role of Eagle Energy's executive assistant is to aid our C-Suite in their managerial tasks as well as assist the firm as a whole. The executive assistant manages our company website, updating it and structuring it. Overall, our executive assistant is a direct source of support and assist for our company's executives and departments

MARKETING

Employees in this department develop and perfect all visual material that represents Eagle Energy. Product packaging and company branding are created by this department. They have created and maintained our branding books, social media pages, document designs, company logo, trade show booth, and uniforms.

FINANCE

Our budgeting is managed by the employees in this department. They also create our profit and loss statements as well as perform essential accounting duties that help keep track of all financial information that our company requires. All of our Product sales, including from trade shows, are documented by this department.

HUMAN RESOURCES

Eagle Energy's Employee Handbook is developed and written by the employees in this department. The employees also over see the administration of benefits and policies. this department also conducts different aspects of Company morale such as Eagle Of The Month, team building, and birthday celebrations.

SALES

This department works with both the Marketing and Finance departments to track sales and designs, ensuring that we are effectively reaching our target market. The employees in this department also develop promotional tactics for our trade shows such as communication guidelines.



COMPANY OVERVIEW



OUR CULTURE

At Eagle Energy, we believe in a company where every employee has a voice in the company's progress. Employees are encouraged to speak up on company matters and attempt to better our company. We offer an opportunity for growth in everyone's careers and we want to see every employee be the best they can be and be able to take the next step.

Our inclusive environment, in which we encourage creativity and communication, is built to support employees in their daily work. We value and want to provide healthy lifestyles not just for our customers through our products, but for our employees who fuel our company. Together, we combat any obstacles and form a safe place to present any ideas and concerns. Our employees always feel free to express themselves and grow as they accomplish their professional and personal goals.

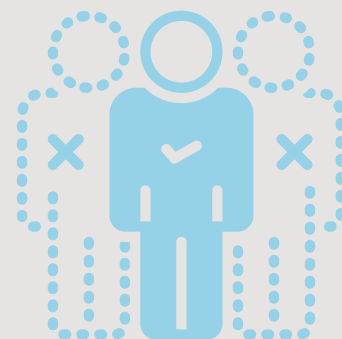


COMPANY POLICIES



TIME & ATTENDANCE

Employees are expected to be present during the work day unless prior communication is given to or by management at least 24 hours in advance. Employees must arrive on time in the firm to be counted present for the day. Up to three late arrivals will be permitted until disciplinary action will be taken. Once the work day has ended, any work that is assigned and not completed will be either continued the following work day or done at home, depending on the firm's needs.



COMPANY ETIQUETTE

DRESS CODE

Eagle Energy values professionalism. Employees are expected and required to dress within the appropriate guidelines. The dress code must be followed by all employees regardless of position. Identification badges distributed by the company must be worn at all times while on firm property. If any of our employees do not have their ID present or are non-compliant, they will be subject to disciplinary action.

Casual/Business Casual/Professional Attire: Casual attire that properly fits the employee, does not hinder their ability to move or complete work, is not inappropriate, appears neat, and does not contain graphic content is compulsory on all work days unless the day requires otherwise. Business casual attire is required on Tuesdays and in the presence of a guest speaker. In settings such as competitions and trade shows, professional business attire consisting of a fitted suit/blazer, neat hairstyles, a professional skirt or pair of slacks, a professional shirt/blouse, and dress shoes are mandatory.

Hygiene: Employees are expected to practice proper hygiene such as washing their hands and themselves. By doing so, employees conduct themselves in a professional manner, representing the company well in public.

Religion/Ethnicity: If an employee has religious affiliations that conflict with the company dress code, they must communicate this and notify their direct supervisor as soon as possible.

CONDUCT

All of our employees are an extension of our company and its brand. Thus, any actions our employees take reflect our overall values and image. Our value comes from our employees and we expect them to compliment that approach. With just and honest treatment, just and honest actions should emerge. In the workplace and outside the workplace, employees are to present themselves responsibly.

In no circumstances should our employees commit any illegal or personal offenses. Professionalism is and always will be expected and required in the workplace. Employees should remain respectful of others, refrain from making harsh or inconsiderate comments, and always try their best to maintain integrity both while working in our firm and daily life. By doing this, not only will the quality of our employees' characters be improved and maintained, but we will also be able to reach a common and positive reputation as Eagle Energy.





CONFLICT RESOLUTION

PROTOCOL

While Eagle Energy aims to support employees, issues in the workplace that need conflict resolution may arise. Eagle Energy values employee satisfaction, so we have created this procedure for all employees to voice and solve their concerns. Through this procedure, employees will be able to share their concerns and have them resolved within the company quickly and efficiently. After reaching out to a direct supervisor, a solution will be developed. Following that solution, a formal complaint may be filled out by the employee if the solution developed does not fix the issue. Up to two appeals may be made by the employee if the solution(s) remain insufficient.

STEPS FOR HANDLING INTERNAL CONFLICT

Direct Supervisor Communication: Employees are always permitted to express dissatisfaction to the supervisor in the right settings. The employee and supervisor will have a conversation in a private setting to discuss what the employee is struggling with. The supervisor will hear and ensure a thorough understanding of the employee's problems during this conversation. Details such as date, time, and individuals involved will be discussed. After the initial complaint has been communicated, the supervisor will reach out to any other employees involved to ensure mutual acknowledgment of the situation and allow each employee, including the original complainant, to present potential solutions or further information.

After the discussion(s), the supervisor will work out a solution based on the information provided, other solutions offered, and personal brainstorming for the conflict. This will be communicated through direct email to the employee within three workdays after the issue is brought up.

Formal Complaint and HR Outreach: If the solution provided by the direct supervisor does not solve the problem and/or is not satisfactory for both the original complainant and the supervisor, the employee may complete the Employee Complaint Form. If needed, the employee may reach out to the HR department to help with effectively structuring their complaint. Within four working days after the official complaint is submitted, the HR department will review the complaint and contact the employee's direct supervisor. A meeting will be scheduled between the supervisor, the HR department, and if needed, the complainant. An official decision on a solution will be made and given to the employee via email from the HR department. The employee will be able to contact either the HR department or their direct supervisor for any further questions or about the solution.

Appeal of Decision: The final solution provided after the Employee Complaint Form may not appease the complainant entirely. To ensure Eagle Energy provides the best service for their employees, further reconsideration may be requested by the employee. The employee will reply directly to the email entailing the decision from the HR department and thoroughly explain: the reason(s) they are not content with the decision, any solutions they would like to suggest, and further explanations for why the solution(s) would help resolve the issue. A decision regarding the employee's appeal will be made within three business days after the HR department has reviewed the appeal and the original complaint. The HR department will utilize the employee's appeal along with any other resources such as the other employees involved (if any) and the direct supervisor if needed to reach their changed or original solution. They will email this solution to the complainant by the end of the business day following their establishment of the solution. The email will contain both the solution and why the HR department believes this will assist the employee best. The employee may appeal only two times after the Employee Complaint Form has been submitted.





RESOLUTION AGREEMENT

A resolution agreement form tailored to each conflict will be constructed by the HR department. This form must be printed and filled out once all parties have agreed on a solution to the conflict. It must be turned back into the HR department for recording purposes by the next two work days after it has been distributed.

DIVERSITY, EQUITY & INCLUSION

Eagle Energy aims to ensure all employees are treated equally and are not discriminated against for their race, age, color, sex, national origin, physical or mental disability, religion, beliefs, or otherwise as may be prohibited by federal and state law.

Discrimination shall not be used when hiring, assigning work divisions, giving promotions, obtaining benefits, and completing work.

If an employee feels that discrimination has taken place, an employee complaint form is to be submitted by the offended party. Further information will be requested from those involved as an investigation ensues and if discrimination was practiced, the employee who performed it is subject to either immediate termination or a uniquely tailored disciplinary plan depending on the discretion of the CEO and the chief department officer that oversees them.

We provide professional development presentations on the last Friday of each month to encourage our employees to practice equity. Our team building days are also on the last Friday of each month, after our professional development presentations. During this team building, the HR department conducts activities to strengthen our teamwork and group coordination as well as to reward our employees with a fun time for their consistent hard work.

INTERNET, EMAIL & SOCIAL MEDIA

Cell phones should never become a distraction while working in the office or at any professional events. Additionally, when sending or receiving a phone call, a text message, or an e-mail, employees must professionally address the opposite party. They must also be sure to check for any grammatical or spelling errors before sending an e-mail, text, or voice message. Whenever on a video conference, employees are not allowed to be on their phones and must participate in the meeting. Only three verbal warnings will be given regarding cell phone use. After three warnings disciplinary action will be taken as per our disciplinary action policy.





CORPORATE SOCIAL RESPONSIBILITY

As a brand geared towards health and wellness, Eagle Energy values influencing our community and environment as positively as possible. To ensure we maintain this corporate social responsibility, we have these policies in place:

1. Societal Improvement

- a. Being a company that promotes a healthy lifestyle, Eagle Energy shall maintain and build relations with Mental Health America of Greater Tarrant County to help build positive mental health in Tarrant County. We promote awareness of mental health issues both within our company and on our social media outlets by posting health facts that may not be common knowledge.

2. Sustainability

- a. We partner with Elopak for our recyclable, biodegradable packaging. This will help Eagle Energy leave a green impact on the world, making it healthier as well.

3. Awareness

- a. Our social media platforms are used to provide resources and information about various topics on mental and physical health. This is to assist digital audiences build positive

EMPLOYEE & WORKPLACE SAFETY

Eagle Energy aims to comply with safety regulations in order to ensure no obstruction of privacy occurs and harm is not caused to any of its employees. Employees are not to harm or attempt to harm other employees or individuals in society at risk of termination and legal consequences for defamation of the firm. Employees are to respect boundaries and know the safety policy.

EMERGENCIES

Your safety is our priority. When an emergency situation occurs in our office, these steps will be taken depending on the type of emergency:

If a life-threatening emergency occurs in the workplace, it must be communicated to the C-Suite by any individual who is aware of the situation. Following notification of the emergency, the response will be as follows:

Designated employees will take action and eliminate the threat if possible (ex: fire extinguisher, intervening in an altercation, etc.) The entire firm will evacuate through the academy doors and stay together once outside and far enough from the building. A headcount will be conducted by the CEO and further action will be taken under the discretion of the firm advisor and/or the authorities (ex: natural disaster, local emergency official command, etc.)

INJURIES

When a bodily injury occurs in the workplace, the CEO must be notified immediately and a Workplace Injury Form must be completed by the witnesses by the next business day. Medical care will be given by fellow employees if possible or once medical professionals arrive at the situation.



EMPLOYEE PERFORMANCE & BENEFITS



PERFORMANCE EVALUATION

To ensure employees stay on-task and are actively contributing to the company, they are given a task sheet weekly. Employees are expected to follow their assigned tasks, which are listed on a day-by-day basis, and will be assessed at the end of every week by their direct supervisor. They will bring their task sheets to their supervisor to sign off on the work they have completed.

Our C-Suite is in charge of monitoring other C-Suite members' progress throughout the week to keep each other accountable. Failure to complete work and dress accordingly will result in the employee facing verbal warnings. When an employee receives two verbal warnings they will be written up. An employee can receive a maximum of three written warnings before pay is suspended. After pay is suspended the employee must meet with C-Suite and discuss their status with the company.

PROFESSIONAL DEVELOPMENT

Professional development presentations will be held on the last Friday of each month. The department in charge of professional development will rotate depending on our company's needs for the upcoming month communicated by HR. They consist of financial literacy lessons, retirement planning guides, and other useful skills our employees would be able to learn in order to contribute and grow in their careers.



PAID TIME OFF

To accommodate for our employee's time, Eagle Energy has a PTO system in which PTO will be earned on a weekly basis with employees earning three and a half hours per week worked. PTO requests must be submitted in writing to the COO two weeks before the requested days and approved by the CEO and COO before being granted. Employees can contact the HR department for aid in writing or modifying a time off request. PTO is applicable in these circumstances:

- Bereavement
- Maternal/paternal leave
- Civil Duty

- ADA leave
- Medical leave
- Vacation leave



EMPLOYEE PERFORMANCE & BENEFITS



UNPAID LEAVE

Eagle Energy's employees are granted a total of 2 weeks of unpaid leave per year. A leave of absence letter must be submitted to the COO two weeks prior to the days of leave and must be approved by both the CEO and COO. Emergency leave must be communicated to the COO by the end of the first day of leave. If FMLA leave is needed, employees can contact the HR department for further steps.

COMPENSATION

Because Eagle Energy is a start-up company, we do not have the assets to provide a surplus of benefits for our employees. However, our goal is to grow and expand enough to be able to do so in the future. As of now, our benefits are:

Salary - Employees will be paid a fixed amount on the last Monday of every month. This amount will be assigned based on the employee's individual job description and other factors that may affect productivity such as experience or workload.



Workers' Compensation Insurance - 2% of total wages will be deducted from each employee's paycheck per month to provide Workers Compensation in the occurrence of any work-induced injuries or illnesses. To receive Worker's Compensation, a DWC154 form must be completed and submitted to the HR department by e-mail. Employees can find this form on our bulletin board and in the appendix of this handbook. The form will be reviewed by the HR department and then forwarded to the CEO and COO, who either grant or decline it. Employees will receive a follow-up email from the HR department with details about the result of their request within 5 business days of its submission.

EMPLOYEE MOTIVATION

The employee of the month will be decided via company nominations through the Employee of The Month Nomination form. Voting will open during the last week of a month and the employee with the most votes will be celebrated on the first of the next month, posted in the Employee of the Month section of the bulletin board, and receive a certificate with a title that is unique to their extraordinary accomplishments. Birthday celebrations will take place on the first Friday of every month. Everyone pitches in to have a company party and celebrate all the employees who have birthdays in that month. Team building activities will take place the last Friday of every month from 11:45 am to 12:30 pm and will be coordinated by the HR department.

EAGLE Of The Month



MEMPHIS TIEMAN
Thank you for your hard work! We appreciate your versatility and eagerness to work.





RETIREMENT

We value our employees at Eagle Energy and want to ensure we provide the best assistance to them in the future after their time with us. As a startup company, we are only capable of providing worker's compensation outside of our employees' salary as of now; as our company expands and grows, our benefits will expand with it and we will incorporate a 401 K plan for our employees.

COMPLAINTS

Employee satisfaction is valued just as customer satisfaction is at Eagle Energy. We want to know our employees' grievances and remedy them to the best of our ability. All complaints can be submitted by our employees through the Employee Complaint Form. They will go to the HR department and a follow-up email with further communication will be issued to the employee within two business days of the complaint.

DISCIPLINARY ACTION

For Eagle Energy, one of our core values is definitive professionalism in our accountability, Eagle Energy relies on our employees to be on task and diligent when it comes to the workplace. Our main goal is to create a solid firm and train/retain strong and productive employees. We have established a disciplinary action policy to discourage inappropriate behaviors in the workplace and to prevent employees from repeating their inappropriate behaviors. This policy is designed to encourage proper communication between employees and management as well as to assist employees in restoring proper behavior and ameliorating achievement. Upon incomplete improvement, after misconduct was performed, the selected employee will be subject to disciplinary action that the CEO and COO deem fit to either amend their behavior or the employee will be terminated if the CEO and COO decide so. Any termination of employment due to behavioral manners must be reviewed by the CEO and COO.

1. Verbal warning

a. The employee's direct chief department officer will talk to them about their behavior and why there was an issue. The officer will then explain how the problem can be resolved by the employee. After receiving three verbal warnings employees will receive a written warning.

2. Written warning

a. When the employee has not been able to take guidance and improve by the last verbal warning, their chief department officer will send written notice of their misconduct. Consequences following further misbehavior will be included in this notice. After receiving two written warnings, employees are eligible for termination.

3. Termination

a. When an employee has not corrected their conduct then they will be called in to a meeting with their chief department officer and given notice of their termination.





PERFORMANCE IMPROVEMENT PLANS

A PIP can be implemented for employees who fail to cooperate with the rules of the workplace. The COO will determine the plan moving forward after the final written or verbal warning. It will be used to help employees plan out a way to recover productivity after misconduct has occurred. PIPs will begin the day after they have been communicated to an employee and will last between two to three weeks. While the plan is taking place, check-ins will be held between the employee and the COO or a member of the HR department that is assigned by the COO. After the PIP has been completed, the COO will assess the employee's performance to see if they have improved. If so, the employee will remain in their position. If otherwise, the employee will be terminated from their position.

PROMOTIONS

To reward our employee's performance and accomplishments, we implement promotions. Promotions can be for salary, position, or both. The promotion methods are as follows:

- **Recommendation Method**
 - First, a chief department officer communicates an employee's outstanding performance to the CEO.
 - Second, the CEO evaluates the employee's performance based on work completed.
 - Lastly, the promotion will be granted or denied by the CEO. If it is granted the employee will be given a promotion offer letter for a higher position. A decision to accept or decline the promotion must be made by the employee within three business days.
- **Request Method**
 - Employees are allowed to request promotions if they would like to advance their position and feel they meet the criteria in order to assume higher levels of responsibility.
 - To request a promotion, the employee must communicate with their chief department officer and schedule an interview in which reasoning and evidence will be discussed for a promotion.
 - After the interview with a chief department officer, the officer will come to a conclusive decision about the promotion with the CEO.
 - The decision about a promotion will be communicated to the employee via email within three business days.





EMPLOYEE ACKNOWLEDGEMENT FORM

I, _____, have read and understood the information enclosed in the Eagle Energy Employee Handbook. I agree to follow the company policies, adhere to company guidelines, and follow our company's mission. I will ensure my role as a _____ for Eagle Energy is fulfilled.

I agree to follow the company policies, adhere to company guidelines, and follow our company's mission. I will ensure my role as a _____ for Eagle Energy is fulfilled.

This handbook is subject to change in its policies and content as the company sees fit, and I will follow them as they are established. I am aware that I am under no circumstances permitted to share the contents of this handbook with any non-Eagle Energy employees.

By signing below, I confirm that I acknowledge and accept my duty to follow the current and future terms of this handbook and undergo the disciplinary actions within it if compliance is not given. I am conscious of the fact that I am an at-will employee and I ensure my comprehension that this employee handbook is not an employment contract nor to be used as such

Employee Signature

Employee Full Name



EMPLOYEE WEEKLY TASK SHEET

Name: _____		Week: _____
Monday: _____		<u>C-Suite Sign</u>
Tuesday: _____		<u>C-Suite Sign</u>
Wednesday: _____		<u>C-Suite Sign</u>
Thursday: _____		<u>C-Suite Sign</u>
Friday: _____		<u>C-Suite Sign</u>
Notes:		<u>Dress Up</u>



WRITTEN WARNING NOTICE FORM

Written Warning Notice Form

Employee's Name: _____ Date: _____
Department & Position: _____ Violation Date(s): _____

Violation Type (check all that apply)

- | | | |
|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Dress Code | <input type="checkbox"/> Noncompliance |
| <input type="checkbox"/> Performance | <input type="checkbox"/> Behavior | <input type="checkbox"/> Policy Violation |
| <input type="checkbox"/> Productivity | <input type="checkbox"/> Safety | <input type="checkbox"/> Other |

Description of Violation

This is the _____ warning that has been given about the aforementioned violation. Further written warning will be issued if and only if this is the first time one has been issued about this situation.

By signing below, I, the employee, am acknowledging that I have violated a policy that Eagle Energy, the employer, has set. I understand that if this is my final written warning, I am subject to termination of my employment upon further misconduct.

Employee's Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____



EMPLOYEE COMPLAINT FORM



EMPLOYEE OF THE MONTH NOMINATION



WORKERS COMP

