

Flotsam & Jetsam

— Employee Handbook —



Est. 2023



flotsam.jetsam.ve



Flotsam & Jetsam



[flotsamn_jetsam](https://twitter.com/flotsamn_jetsam)



bit.ly/flotsamjetsamve

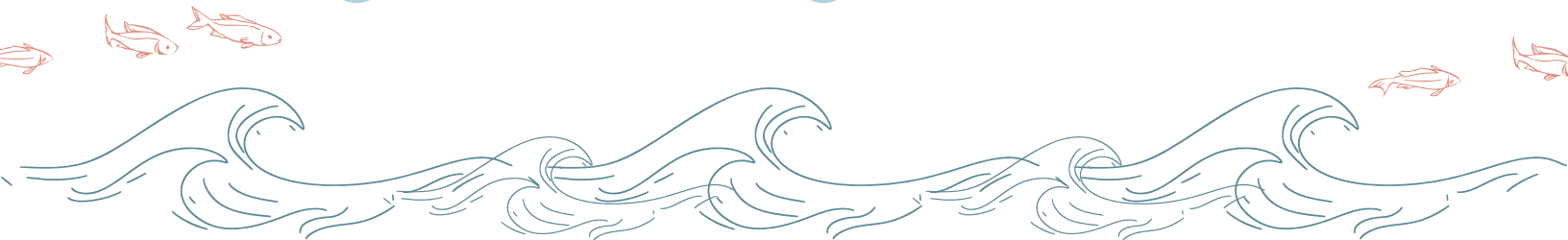




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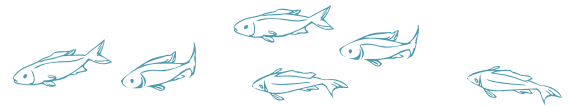




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ABOUT THE ORGANIZATION

COMPANY HISTORY

Flotsam and Jetsam was established in August 2023, in Tustin, California. Our company recycles ocean plastics and other sea pollutants to create high quality jewelry and accessories. All materials are resourced from a manufacturer that sources recycled materials. Flotsam and Jetsam stocks a variety of accessories and jewelry to meet our consumers needs and wants. We hope to create a safe and effective work environment where employees are respected.

COMPANY VISION AND LETTER FROM CEO

Our mission is to advocate for cleaner oceans through sustainable and authentic jewelry.

LETTER FROM THE CEO

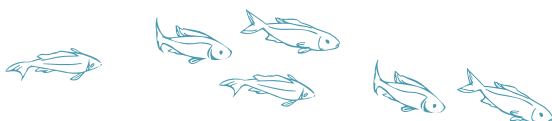
We at Flotsam & Jetsam welcome you into our amazing family, and hope to encourage your success and growth within our company. Your presence is treasured, and your personal beliefs and values are always respected within our community. Our handbook outlines the employee expectations and standards within the company. - Sydney Madolora

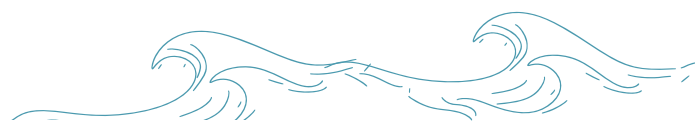
COMPANY MANAGEMENT AND PHILOSOPHY

The Flotsam and Jetsam management philosophy is centered on motivating individuals through extensive group work. The objective of the company is to provide sustainable, high quality goods through business with sustainable manufactures. To achieve this, the company will attract enthusiastic people, who are well acquainted with working as a team, willing to distribute the workload, and put in their best efforts while in the workplace.

COMPANY ORGANIZATION

As a result of extensive research, Flotsam & Jetsam has chosen to function under a circular structure, placing the chief officers in the circle's center with the Vice Presidents and associates around the perimeter. Authority and decision-making are distributed across our 36-member company to achieve the intended focus on company collaboration to increase overall productivity.





EMPLOYMENT

THE NATURE OF EMPLOYMENT AND EMPLOYEE RELATIONS

The nature of employment at Flotsam and Jetsam is up to the discretion of the individual in conjunction with the Vice President or Chief Officer. Employees are free to resign from their position at any time, regardless of cause, but are strongly encouraged to provide two weeks' notice. Flotsam and Jetsam reserves the right to terminate employment with or without cause or notice, at any time, but chief officers and vice presidents are expected to provide two weeks' notice.

COMPANY RECRUITMENT POLICY

Prospective employees will need to complete three levels of selection process. First, they will need to consent to a criminal and work history search. Second, they'd need to complete an interview, both with their prospective VP and CO present.

Finally, they will be evaluated with greater density throughout the beginning of their time in office, and will work with their team, and be evaluated for whether or not they'd stay in office.

Internal recruitment follows the same procedure, just a difference of not needing a new criminal and work history search. They will need to submit a transfer form to their VP, who will either approve or deny it, and then be passed onto the CEO and COO.

EQUAL EMPLOYMENT OPPORTUNITY

Employees may be neither hired nor barred from being employed on grounds of age, sex, gender, race, disability, medical history, marital status, or religion. Barring from being employed, in this case, includes being made unable to work or refusal to provide for reasonable accommodation, whether it be due to disability or other cases, along with being allowed to be interviewed or used as the grounds for hiring or otherwise. Employees will be judged on their work habits, self-awareness, and ability to adapt to new situations, and will be reviewed and evaluated in their first weeks or months of employment, and will be either terminated or kept based on it. However, they may be rejected on grounds of personality, work history, and criminal history. They may be terminated on the same grounds.





TRAINING

Flotsam and Jetsam employees do not receive formal dedicated training. Employees are expected to have a basic understanding of the role before their hire, and are encouraged to ask their superiors any questions they may have about the job.

INDUCTION

At Flotsam and Jetsam, new hires receive a welcome email, introducing them to the company and their superiors. In addition to this, Human Resources is to show all new employees an onboarding presentation to help them understand the structure of the company as well as to get to know the chief officers.

OUTSIDE EMPLOYMENT

Employees may take outside employment, so long as it does not interfere with their work in the office, nor hinder the company directly or indirectly. All employees must sign non-disclosure agreements concerning company specific materials such as budgets, ordering lists, and the like.





SALARY AND WAGES

PAYROLL PRACTICES

Employees are paid monthly, on or about the 30th of each month. If the regularly scheduled payroll date falls on a Saturday, employees will be paid on Friday. If the regular payday falls on a Sunday, employees will be paid on Monday. When a payroll date falls on a holiday, employees will be paid on the business day before the holiday. Otherwise, employees will be paid on the first business day following the scheduled payroll date.

Flotsam and Jetsam provides an automated direct deposit service for employees, which automatically deposits a pay stub in an employee's bank account.

PERFORMANCE MANAGEMENT

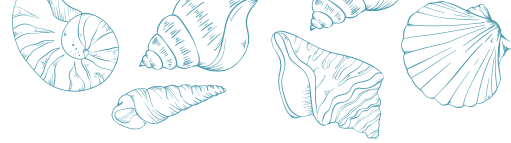
Performance Evaluations (See Appendix A) will be conducted bi-yearly and will be conducted digitally by the department's Vice President on the form designated by the company. Performance Evaluation forms will be distributed to employees electronically and completed individually. The documents will be reviewed by the Human Resources Department. Monthly planning and progress logs (See Appendix B) will be collected by the Chairman of the Board.

Our performance management practices are structured to:

- Ensure you understand your job responsibilities and have specific goals to meet.
- Provide you with actionable and timely feedback on your work.
- Invest in development opportunities that help you grow professionally.
- Recognize and reward your work in financial or non-financial ways (e.g. employee awards).

The factors that are considered during performance evaluations include quality of job performance, attendance, meeting the requirements of job description, dependability, attitude, cooperation, compliance with Flotsam and Jetsam employment policies, any disciplinary actions, and year-to-year improvement in overall performance. Compensation increases will not be given at the discretion of the company in consideration of any factors, including performance evaluations.





EMPLOYEE BENEFITS

GENERAL BENEFITS

Medicare is provided for all employees. Social Security is added to a fund to be dispensed upon retirement, at the minimum age of 65.

HOLIDAYS

A total of 21 days of leave may be taken a year, discluding any applicable family leave. This leave includes all vacation and sick days, and employees are expected to budget them wisely. An employee must alert their superior and department team a minimum of three days in advance concerning vacation time. Concerning sick time, no leeway is needed, but the superior and team must be alerted.

PAID FAMILY LEAVE

Paid family leave is observed for the duration of applicable and approved leave. Employees are able to leave for up to eight weeks, applicable to stated cases.

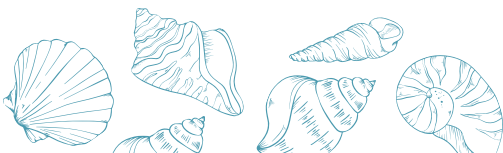
Use cases will include:

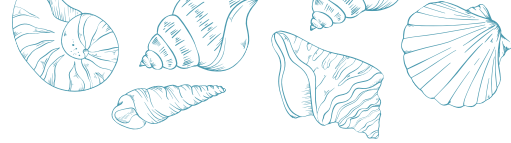
- Funerals
- Weddings
- Seriously ill close family member or friend

Maternity and paternity leave will be no less than 12 weeks, and extension of that time is to be decided with the VP of the employee's department, in conjunction with the department team of the employee.

EXTRA TRAINING OR EDUCATION

Training and orientation will be completed through an interactive system while being acclimated to their position under guidance from either peers or superiors. Between an associate and Vice President is up to the discretion of the Vice President. All external training will be paid for by Flotsam and Jetsam, under the clear approval of both the direct supervisor and the Human Resources Department, and employees are encouraged to seek out extra training.





The course must be directly approved or found on the list of previous approvals to be valid for this policy. Those that complete additional training will be able to take on more advanced roles, and their pay will reflect this change. All employees are encouraged to go to their department team and Vice President with any questions or concerns they may have.

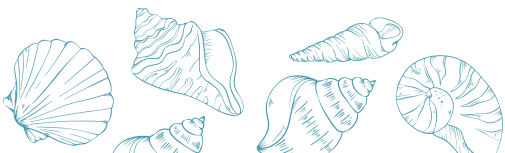
EMPLOYEE MOTIVATION

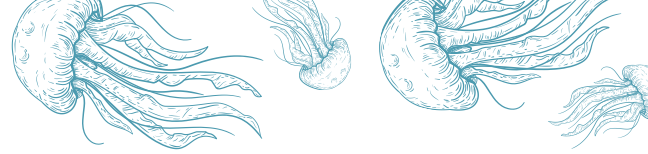
The Employee of the Month recognition program will highlight excellent behavior and performance. Shoutouts will be featured on the company's social media account, and congratulations will be announced during work hours. Every month, the company will hold an activity or game for company bonding and morale.

The employee of the month will be selected by the Vice Presidents and Chief Officers. Every Vice President of each department will select an employee and provide a justification for the employee's excellent behavior and performance. The Vice Presidents and the Chief Officers will collectively agree on one candidate that is best suited for this occasion.

EMPLOYEE OF THE MONTH

Each month a new employee will be chosen for outstanding performance. All the employees will be monitored by their Vice Presidents throughout the duration of this period. After the month has ended the Leadership Board will come together and nominate one employee from their respective fields. After the Board will discuss how they showed excellence, and the entire board will come together to vote for a single employee who showed the most excellence during the discussion. The chosen employee will receive a 600\$ bonus for that month.





HEALTH, SAFETY, AND THE ENVIRONMENT

HEALTH

Company routines and practices are overseen by a safety officer once every three months to help maintain a safe work environment. In addition to this, workspaces are also evaluated by a professional to ensure workplace safety. Employees are encouraged to attend work when possible, however, they are asked to refrain from attending if there is a possibility of imparting health risks to others.

SAFETY

The workplace is a weapon-free environment and prohibits any weaponry. This includes, but is not limited to:

- All firearms, regardless of any concealed or open carry licenses
- Any and all explosives, including fireworks

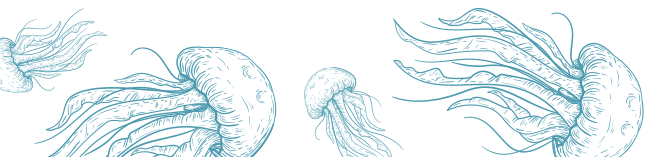
In the case of a lockdown, all office doors and windows must be locked, all employees will remain in their offices, and no one is permitted to leave and no one, including visitors, is allowed to enter the office. Employees and staff may remain in enclosed spaces with little to no windows and a locked entry.

To most effectively respond to an active shooter situation, responses should be immediate. Upon recognizing danger, as soon as it is safe to do so, staff or others must alert responders by contacting 911 with as clear and accurate information as possible.

In the event of an active shooter or intruder, employees and staff should adhere to the United States Government Readiness and Emergency Management for Schools Policy.

SMOKING, ALCOHOL, DRUGS (& OTHER SUBSTANCES OF ABUSE)

Company routines and practices are overseen by a safety officer once every three months to help maintain a safe work environment. In addition to this, workspaces are also evaluated by a professional to ensure workplace safety. Employees are encouraged to attend work when possible, however, they are asked to refrain from attending if there is a possibility of imparting health risks to others.





EMPLOYEE CONDUCT AND DISCIPLINE

EMPLOYEE CONDUCT AND WORK RULE

Employees are expected to promote orderly and efficient operation in the workplace as well as protect and uphold the rights of the employees. Violations of this policy will be regarded as cause for disciplinary procedure. Other causes include neglect of duty, insubordination, immoral or indecent conduct, conviction of a felony or misdemeanor, theft, intentional destruction, intentional falsification of personal records, endangerment of the safety of other employees, or violation of local, state, or federal law.

THE DAILY WORK DAY

Employees are to be present in the workplace by 9:00 A.M. and are excused from work at 5:00 P.M. Any other changes to the policy on start and end times will be announced to the employees and regulated by the Chief Officers and HR department.

Employees may not work in the office over the weekend unless instructed and permitted to by a Chief Officer. Punctuality is recorded in the daily attendance log, managed by the Human Resources Department. Missing work will be reviewed and reported to the Chairman and officer of the department, and employees are expected to strive to complete work in a timely manner. Chronic absenteeism or lateness will result in a referral to a superior. Employees who violate the policies for attendance or abuse sick days or vacation days will be referred to consult with their direct superior, and, in extreme cases, the Chief Officers.

WORKSPACES POLICIES

Employees will refer to their superiors for permission for work in another workspace. The reason for vacating their workstation during working hours should be related to the expected completion of work. While it is mandatory to wear name tags during public events, it is not mandatory in the normal workday. Lack of productivity will not be tolerated during office hours, and employees who are off task will be given a warning. If the employee continues being unproductive after being given a warning, the employee is required to meet with their direct superior. Cell/Mobile ringers should be turned off during office hours and should only be used when permitted. Employees may not decorate the communal workspace unless with permission from an applicable superior (e.g. a VP in a department office, or a CO in the main office).





DISCIPLINARY PROCEDURE FOR VIOLATIONS OF POLICY

Disciplinary procedure in the event of a violation of policy will go as follows, unless specifically stated otherwise.

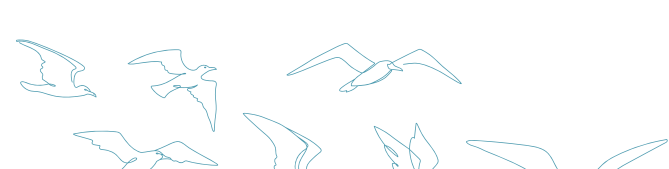
The employee will be told to either stop or change their actions by another employee or superior. If said behavior continues, the superior will conduct a meeting with the employee, one to one, and again with all affected employees. If this does not solve the problem, the employee will be referred to Chief Officers or the Chairman.

Any special processes for the following will be listed.

Violations	Consequences
Falsification of timekeeping records	Termination from current position.
Working under the influence of alcohol or drugs	Warnings, pay deduction, or referral to superior. May be terminated if it is consistent.
Fighting	May press charges for criminal activity.
Disruptive activity	Referral to direct superior.
Insubordination	Pay deduction, referral to superior, may be terminated if behavior continues.
Harassment	May press charges for criminal activity.
Absenteeism	Reminder to communicate with the team with further absences.
Disclosure of business secrets	Demotion or reduction of pay. May be terminated.
Violation of personal policy	Referral to superior, mandatory retraining, possible pressing of criminal charges.
Unsatisfactory Performance	Pay reduction, conference with superiors, may be terminated.

T

In the case an employee believes that a restriction is unreasonable, they are encouraged to bring their concerns up to the Human Resources department or any of their superiors.





CONFLICT RESOLUTION

Employees are expected to resolve all personal problems on their own without company intervention. In the case that disagreement starts within the company, such as between employee and employer, or between leadership and employees, all parties are expected to come to mutual agreement.

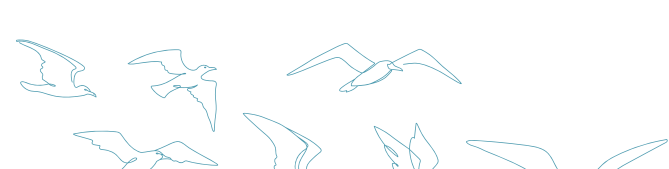
As the management is in a position of more power, employees are recommended to work together to push their needed change and are expected to form their own arguments and schedule meetings with the applicable department. Such meetings are required to be conducted in a reasonable time, and must have the attendance of the Vice President of the department, the Chief Officers, the Chairman, and all employees related to the point of contention. In the case they do anything that is considered against policy or illegal, they will be terminated and reported to applicable authorities.

SUGGESTION PROGRAM

Employees will be consulted about their preference for the future of the company by their Vice President, and it is the responsibility of the leadership team to keep all departments informed and updated on all company-wide decisions. In the case that they are unable or unwilling to fulfill this responsibility, any employee is allowed to take charge of this role.

Employees are encouraged to voice their concerns to any superior through direct communication or email. No dedicated submissions box is maintained, but all leadership is required to take into account all suggestions from their direct reports.

If the use of submissions is deemed not enough or ineffective, employees are expected to work together or by themselves to improve their conditions, using legal and professional means.





GRIEVANCE POLICY

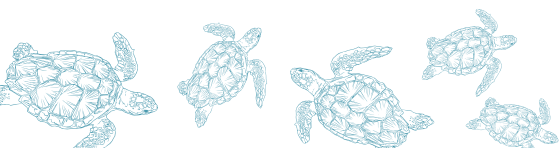
THE GRIEVANCE PROCESS AND COMPLAINT PROCEDURE

Throughout the course of their employment, an employee may have a complaint or grievance with the company for whatever reason.

These complaints may include, but are not limited to:

- Quality and cleanliness of the facilities
- Workplace conditions
- Safety conditions
- Social conflict
- Treatment by superiors or other employees
- Wages
- Type of work in comparison to what was expected in the job description
- Unfair treatment
- Leave
- Transfer
- Breaches of company policy

In the case an employee would like to file a grievance, the employee is expected to contact the Human Resources with their grievances and complaints, with a written or typed complaint. They are recommended and may come in person, but this is not necessary. A response will be given within 3-5 business days. In the case no response is given, the employee is required to follow up with their previous email, should they want a response or resolution to the grievance. If the solution is not acceptable, the employee is able to go to their superior, or may submit a second grievance to the the Human Resources department.





RESIGNATION, RETIREMENT, AND TERMINATION

RESIGNATION PROCEDURE

Employees are strongly recommended to give advance notice before resigning. To maintain smooth operation in our workplace, we encourage all employees to give an advance notice at least two weeks in written form to the Human Resources department. Once the Human Resources Department is informed of an employee leaving, the Chief Officers will be notified, as well as the Accounting Department. Employees may be required to have an exit interview before leaving in accordance with the discretion of the Chief Officers and Human Resources Department. The Accounting Department will schedule a final payment with the company Chairman. Employees are required to fill out a clearance form needed to make sure all company equipment is returned and in good condition. This form will be turned into the Human Resources Department.

RESIGNATION CALCULATIONS

In the case of an employee resigning and its date not aligning with a clean pay period end date, they will receive an amount which can be calculated by dividing the annual salary by the total working days in a year. Unused sick and vacation days are paid out based on the daily rate of pay multiplied with the number of days unused. Benefits extend until the end of the resignation month.

TERMINATION PROCEDURE

The process of discharge of the employee goes as follows: the employer will notify the employee of the termination a specified period of time in advance if the case is without cause. If severance pay is appropriate, it will be officially stated in writing to the employee. Cases without cause will be considered layoffs, and will follow this procedure as well. Due to the structure of the company, employees will not receive a retirement plan. Due to the structure of the company, there are no seasonal workers.

TERMINATION AT-WILL

Employees are able to terminate their employment at any time, with or without reason. Employers, however, must have an HR approved reason for termination. This "At-Will" employment system will be in place throughout the employment relationship.





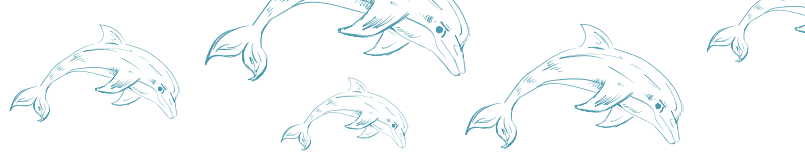
RETURN OF PROPERTY

Employees of Flotsam & Jetsam are responsible for all company owned materials and property under their jurisdiction. Upon an employee's resignation or termination, they are required to return all company property to their direct superior. If employees do not return company property without proper reason, Flotsam & Jetsam reserves the right to alert law enforcement at their discretion.

FINAL PAYMENT

Upon an employee's termination or resignation, employees will receive an amount of money equal to one week of their pay, for every year they have worked with the company. This payment will be received as a deposit into the employees personal bank account. Employees are permitted to collect their personal items after resignation and termination.





INTELLECTUAL PROPERTY AND SECURITY

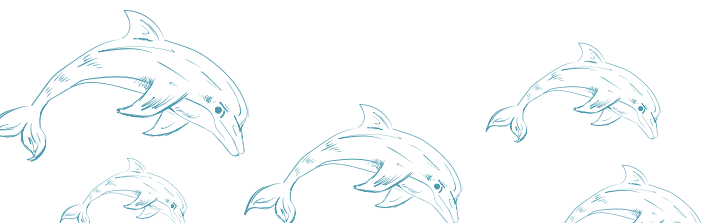
COMPANY MATERIALS

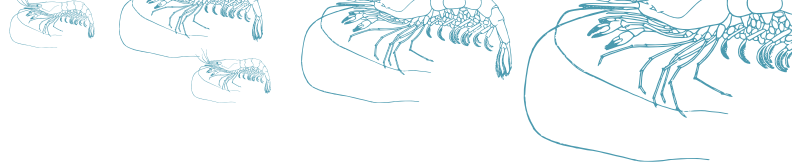
Company materials, or intellectual property, are made up of all company policy, graphic design, advertisements, jewelry ordering lists or designs, directional and regulatory documents. All company-owned materials, and all materials made for the express purpose of being used for operation of the company, cannot be reproduced or copied without express permission. All information or documents given must be used for its express purpose, and cannot be used in ill faith.

All confidential materials, such as addresses, contact information, or social security numbers are not permitted to be reproduced or saved in any way. Failure to comply with this policy may be met with legal action.

INDIVIDUAL IP RIGHTS

Each employee has personal rights to their work. However, they forfeit their right to retract usage of materials in the event that they submit their work. These materials cannot be shared with other entities, but may be used for personal purposes in the future.





EMPLOYEE ACKNOWLEDGEMENT AND CERTIFICATION

EMPLOYEE CERTIFICATION

The Employee of the Month recognition program (see Appendix C) will highlight excellent behavior and performance. Shoutouts will be featured on the company’s social media account, and congratulations will be announced during work hours. Every month, the company will hold an activity or game for company bonding and morale.

The employee of the month will be selected by the Vice Presidents and Chief Officers. Every Vice President of each department will select an employee and provide a justification for the employee’s excellent behavior and performance. The Vice Presidents and the Chief Officers will collectively agree on one candidate that is best suited for this occasion.

EMPLOYEE ACKNOWLEDGEMENT

This is the form that every employee must sign when joining the company. This shows that the employee agrees to and understand all of our rules and policies.

This handbook includes important information about our company and our mission.

I, _____, acknowledge that I have received a copy of the Flotsam & Jetsam employee handbook. I fully comprehend what is included in this handbook, and I am fully aware of the expectation that is set upon me.

I will follow the guidelines and policies that are stated in this handbook as well as accept the consequences that would follow if I were to break these rules.

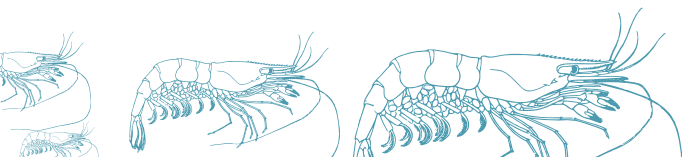
I will go to the HR department if I am ever unsure or curious about any of the content written throughout this employee handbook.

I am aware of the fact that I can be terminated by my employer with or without notice.

Date:

Name:

Signature:



APPENDIX A | EMPLOYEE EVALUATIONS

Flotsam & Jetsam Performance Review

Employee Name _____

201-250 OUTSTANDING
 151-200 EXCEEDS EXPECTATIONS
 101-150 MEETS EXPECTATIONS
 51-100 BELOW EXPECTATIONS
 0-50 UNSATISFACTORY

5% PAY INCREASE IN MONTHLY SALARY
 2.5% PAY INCREASE IN MONTHLY SALARY
 1% PAY INCREASE IN MONTHLY SALARY
 1 MONTH RE-EVALUATION TO IMPROVE FOR 1% PAY INCREASE
 1 MONTH RE-EVALUATION TO IMPROVE OR WILL BE DEMOTED OR TERMINATED

Performance Criteria	0-10 Unsatisfactory	11-20 Below Expectations	21-30 Meets Expectations	31-40 Exceeding Expectations	41-50 Outstanding	Employee	Supervisor
Quality of Work	Employee shows little effort in work. Employee does not complete work.	Employee completes work inconsistently or with little effort.	Employee finishes work with little errors. Work is completed on time.	Employee is reliable to finish work on time with quality work.	Employee always shows great work ethic. No errors in work and no review needed.		
Quantity of Work	Employee completes little to no work in the allotted time with no applicable excuse.	Employee completes little work, or has an applicable excuse.	Employee completes their assigned work within the time.	Employee completes all work ahead of time or very quickly.	Employee completes more than the allotted work in the given time.		
Attendance and Punctuality	Employee has more than 4 unexcused absences.	Employee has 2-3 unexcused absences.	Employee has 1 unexcused absence.	Employee has no unexcused absences.	Employee showed perfect attendance.		
Initiative	Employee is unreliable on completion of work.	Employee may require reminders or assistance to complete their work on time.	Employee consistently finishes tasks with little to no help.	Employee finishes tasks alone or without direction.	Employee takes full initiative and goes above and beyond and/or completes extra work.		
Interpersonal Skills	Employee is unkind or does not interact with coworkers.	Employee selectively gets along with others. Employee fails to cooperate with others.	Employee works with coworkers and participated on company events.	Employee has executed fine communication skills and successfully cooperated with coworkers.	Employee exemplifies great team working energy. Employee has a positive attitude and works well with others.		

APPENDIX B | PLANNING AND PROGRESS LOG

VE Planning/Progress Log

Weeks of: _____

Create a plan of what you will need to accomplish in your position within the company in order to meet your weekly deadlines/goals. You may want to break some of the larger tasks into smaller pieces to make accomplishing the task and documenting the progress easier. As you make progress on your tasks, document what you accomplish each day with any notes. When a task is completed, log the date.

PLANNING				
Task Number	Brief Task Description	What part of the task are you responsible for?	Planned Date	Completion Date

PROGRESS		
Date	Task(s) Worked On	What did you accomplish? What do you need to do next? (Daily notes on progress)

Incomplete Task Explanation	
Task Number	Why was the task not completed?

APPENDIX C | EMPLOYEE CERTIFICATE



The certificate is enclosed in a decorative blue border. At the top center is a logo of a mermaid's head. Below it, the word "CERTIFICATE" is written in a large, bold, serif font. Underneath, "EMPLOYEE OF THE MONTH" is written in a smaller, all-caps serif font. A horizontal line with a central diamond separator follows. Below this, "PROUDLY PRESENTED TO" is written in a small, all-caps serif font. The name "Employee Name" is written in a large, elegant, cursive script. Below the name, a two-line message reads: "Thank you for your outstanding work at Flotsam & Jetsam this month. We hope that you continue with your excellent performance." A small decorative flourish is centered below the message. At the bottom, there are two horizontal lines for signatures, labeled "CEO SIGNATURE" and "VP OF HR SIGNATURE". On the left side of the certificate, there is a decorative illustration of coral and sea anemones.



CERTIFICATE

EMPLOYEE OF THE MONTH

PROUDLY PRESENTED TO

Employee Name

*Thank you for your outstanding work at Flotsam & Jetsam this month.
We hope that you continue with your excellent performance.*

CEO SIGNATURE

VP OF HR SIGNATURE



APPENDIX D | EMPLOYEE WARNING LETTER

Dear _____.

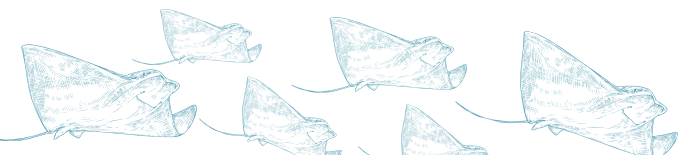
This is a warning letter for unsatisfactory job performance.

We rely upon each employee to perform their jobs to the best of their ability and at a satisfactory level as well as to abide by our policies, which are designed to make our working environment a positive and productive one. As a member of our team, when you fail to meet these expectations, it has a negative effect to our company and your co-workers. Which is not acceptable.

It is expected that you immediately address this situation and that further discussions will NOT be required. However, if there is a need to again to have a discussion arising from lack of corrective action being taken by you, the company reserves the right to impose further disciplinary actions up to and including suspension without pay and termination of employment.

Should you require assistance or have any concerns going forward, please do not hesitate to discuss them with me. We continue to believe that you can be a valuable part of our team in the future and look forward to seeing positive action and results from our discussion.

Sincerely, <First and Last name>
Flotsam and Jetsam





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