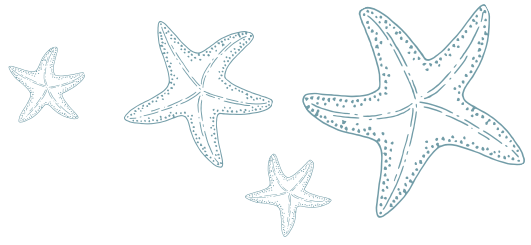


Flotsam & Jetsam

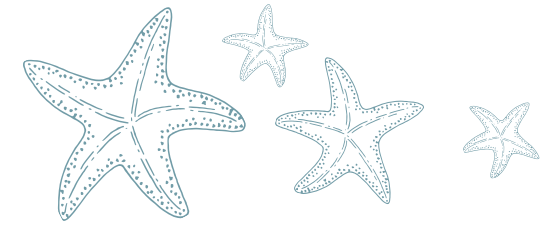
✦ — *Transforming the Oceans Trash to Treasure* — ✦





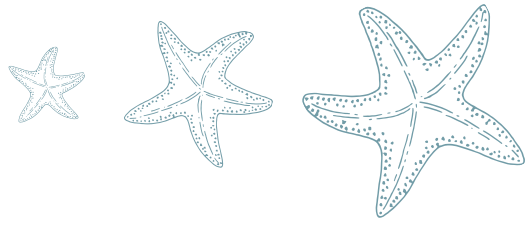


Problem

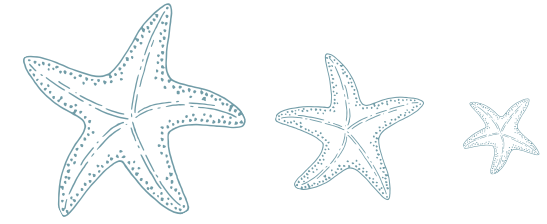


14 MILLION
tons of plastic & more
annually end up in the ocean





F&J HR Team



Micah Choe
VP of HR



Ananya Sheth
COO

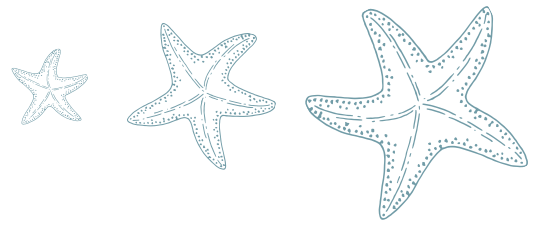


Nolan Tran
VP of Comms

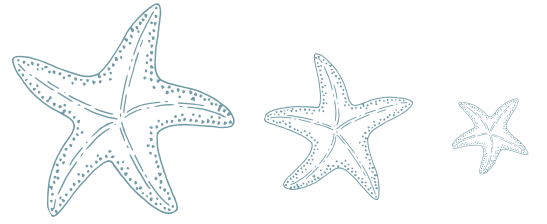


Sydney Madolora
CEO





Our Mission



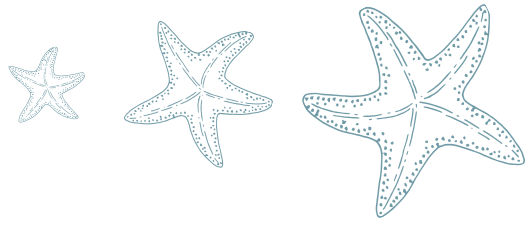
“ Advocating for cleaner oceans through sustainable and authentic jewelry. ”



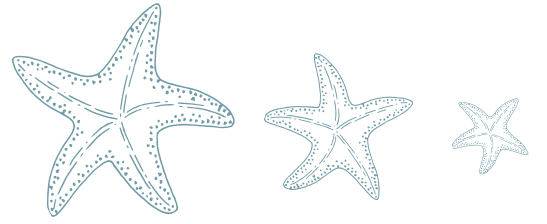


Company Organization



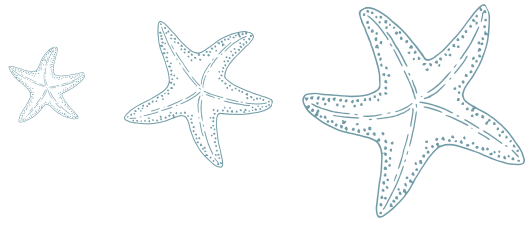


Company Culture

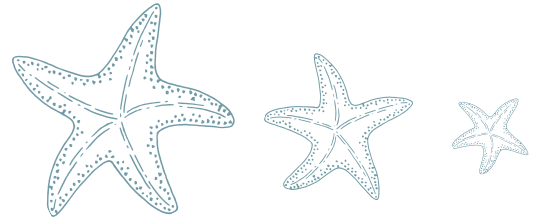


- Open-ended way communication
- Advocating for employee success
- Maintaining productivity and civil conduct
- Diversity, Equity, Inclusion

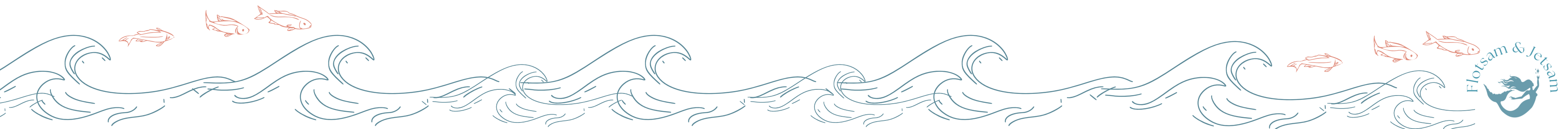


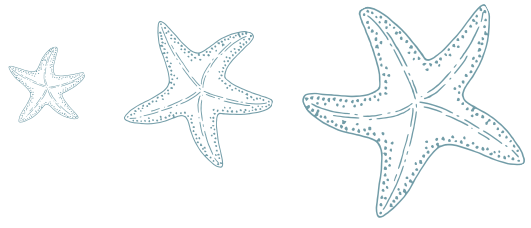


F&J Core Values

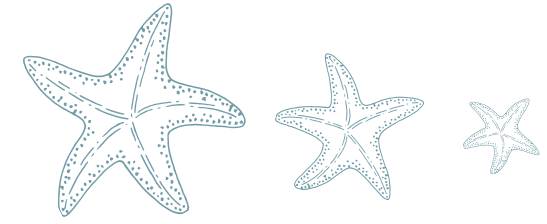


Each one of our customers is a treasure.





F&J Core Values



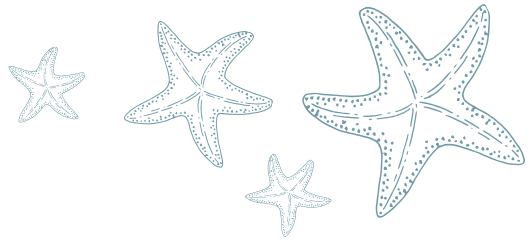
DEI Policy

- Diverse personnel reflective of our diverse customers
- Feedback without fear of retaliation
- Inclusive bonding activities
- Remove bias in the workplace

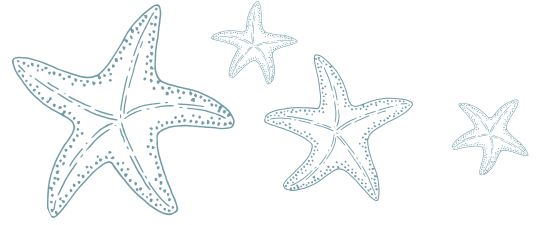


Monthly HR Training



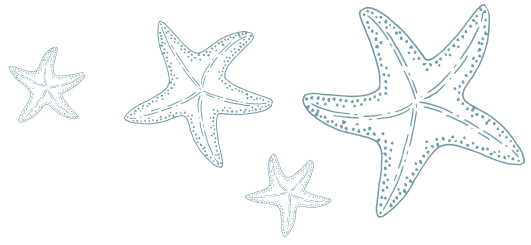


Core Policies

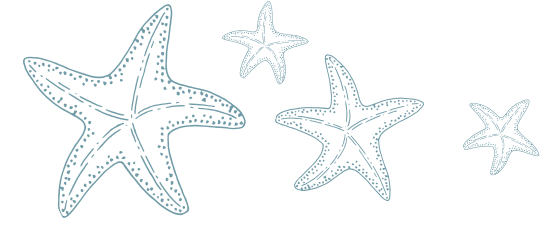


- **Collaboration Policy - pg. 6**
 - Strong encouragement of teamwork
 - Frequent feedback from peers
- **Flexible department structure - pg. 6**
 - Encourages a joint company effort



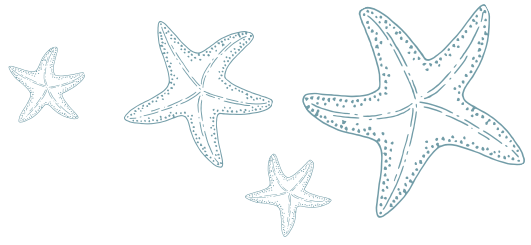


Core Policies

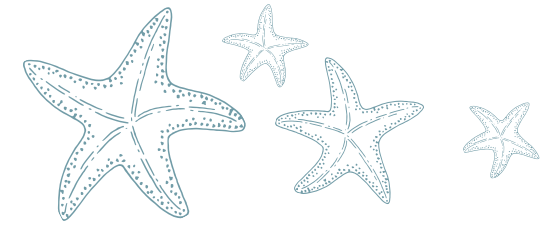


- **Flexible hiring policy - pg. 6**
 - Merit based hiring
 - Takes into account collaborative abilities
- **Employees are given more responsibility - pg. 5**
 - More ability to affect their company
 - Associates work with VP's as equals





Core Policies

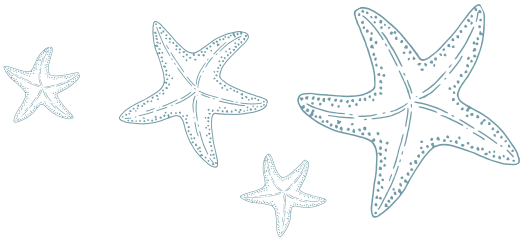


- **Aligning with California Labor Laws, violating company policies will result in disciplinary action according to the severity - pg. 12**

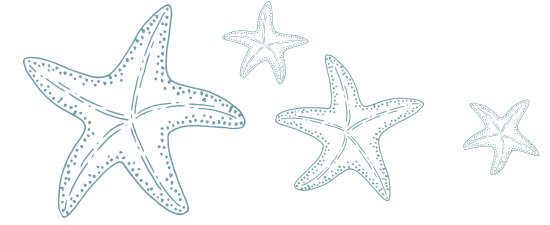
May include:

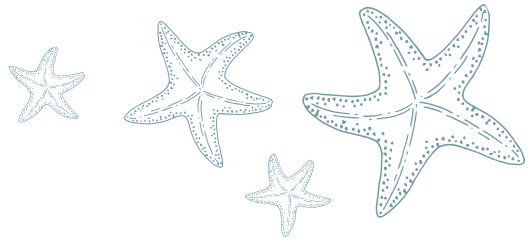
- Referrals
- Termination



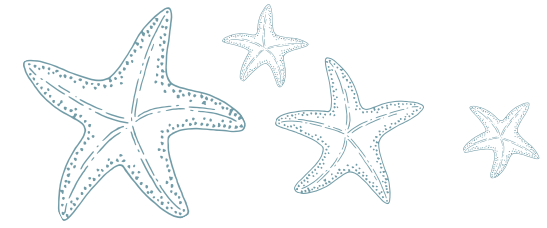


Employee Evaluations



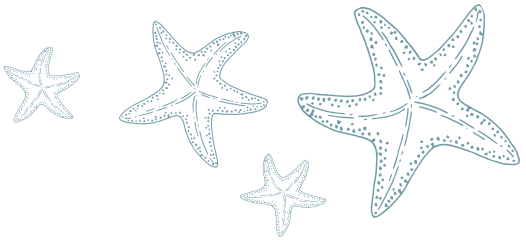


Employee Evaluations

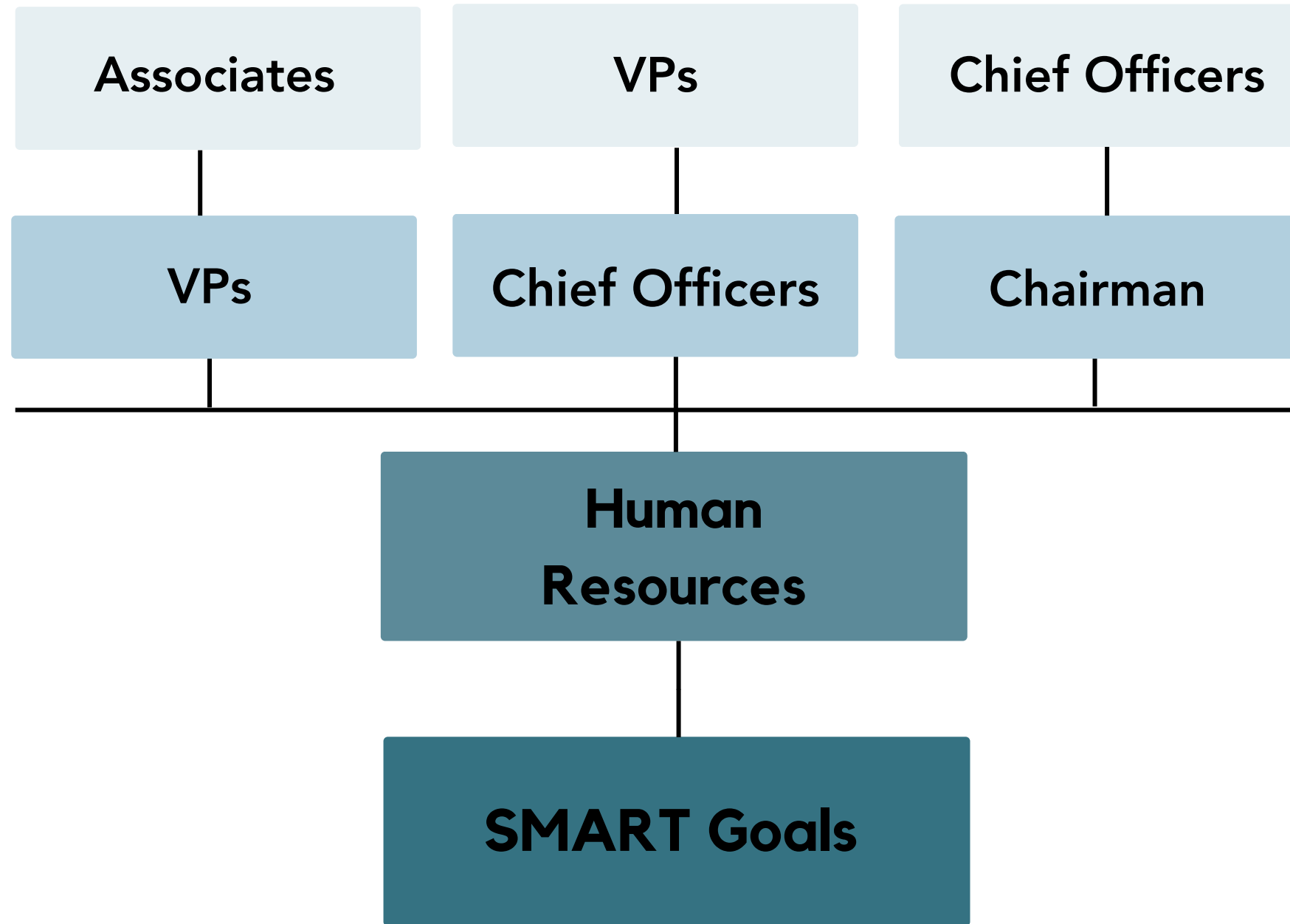
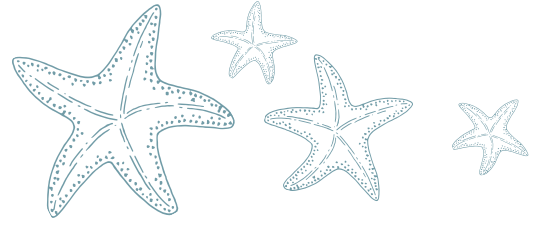


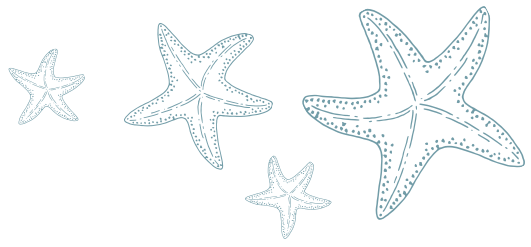
1	Unsatisfactory	Quality of Work
2	Below Expectations	Quantity of Work
3	Meets Expectations	Attendance & Punctuality
4	Exceeds Expectations	Initiative
5	Outstanding	Interpersonal Skills



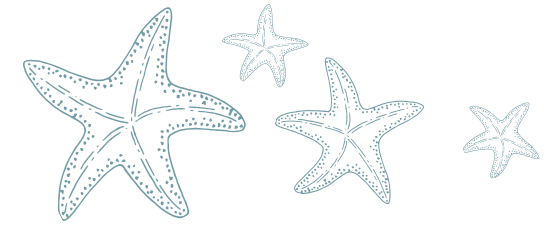


Employee Evaluations





— Employee Evaluations —



Process

- Long-term and short-term goals
- Grievance redressal policy
- Promotions
- Upper management evaluations

Benefits

- Allows for reflection from employee and supervisor
- Potential increases in monthly salary



Company Communication

January

UPCOMING

- * bakersfield tradeshow!
- * January Planning & Progress Log

transforming our ocean's trash to treasure!

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

"networking" - Sydney
 Brownies & Free food - Ananya
 Controlling people's paychecks - Ariav
 Getting to collaborate! - Camron
 Annoying everyone with emails - Nolan
 Getting to work with my team! - Micah
 Honestly JUST WANNA GO TO NY -
 Presenting my artistic skills! - Marie
 Company social media 3 - Sabreen
 Making \$\$\$ for VC Buddies - Jaime
 Watching everyone grow, expand, and thrive! -
 LEGACY

follow our socials!
 @flotsam.jetsam.ve
 flotsam & jetsam

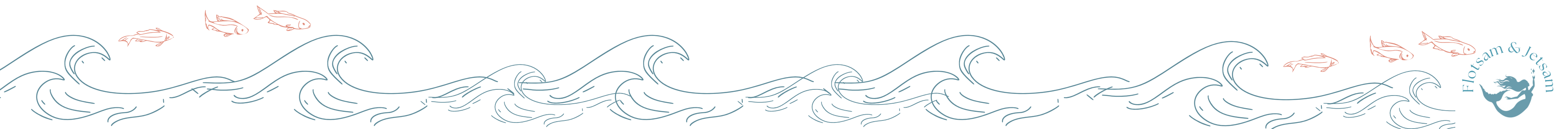
WINTER NEWSLETTER VOL. 03

SAN DIEGO TRADESHOW 12.04.23

San Diego Results:

- 1st Place Booth Design!
- Bronze Radio Commercial!
- Bronze Sales Catalog!

With school closed due to the fire, all trade show materials were inaccessible. Our amazing marketing team stepped up to create an alternative plan for our booth. With extra funding from the Tustin district, they were able to order more booth items. Associates rallied together to bring jewelry and decor from home to create the best booth possible. Despite all odds, Flotsam & Jetsam took home 1st place in booth design!



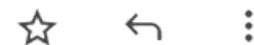
– Company Communication –

Community Group Potluck Σ Inbox x



Nolan Tran

Mon, Dec 11, 2023, 12:55 PM



to bcc: me ▾

Hello Everyone!

Fantastic news Flotsam & Jetsam Crew! Our incredible HR crew has a sea-weet surprise just for you! Dive into the depths of community building with a splendid underwater potluck on 12/14! Your presence will make waves, so navigate over to our sign-up sheet as soon as you can. Let's transform it into a banquet of oceanic joy and unity! 🌊🌟🎉🐟

[Sign Up Sheet](#)



Katriel Park

to Nolan ▾

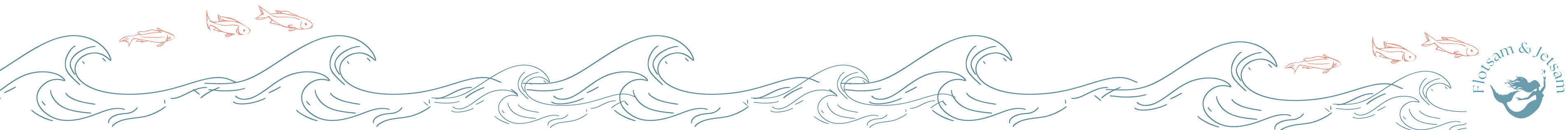


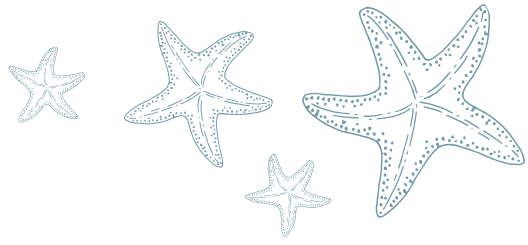
Thank you for the heads up! I would like to inform you that I have a serious peanut allergy.

Could we include peanut-free foods? Thank you for understanding and I hope you have a great day!

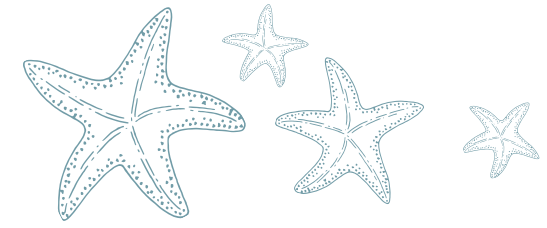
Heavy Focus On:

- Clarity and Conciseness
- Professional Tone and Courtesy
- Timely Response Rate

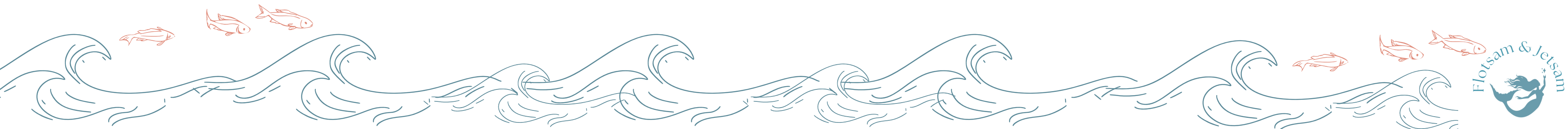


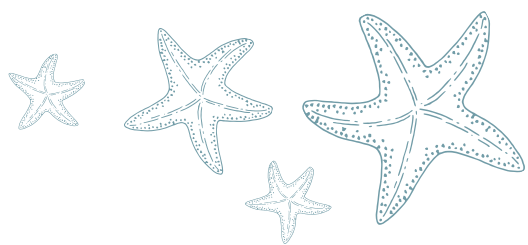


Employee Morale

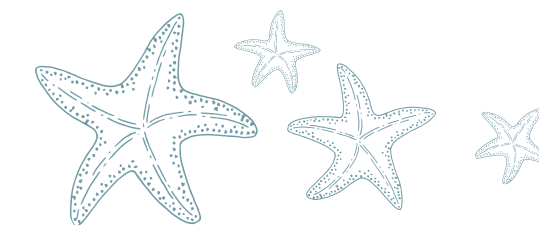


- ## Employee of the Month
- Certificate
 - Company Award Memento
 - \$600 bonus

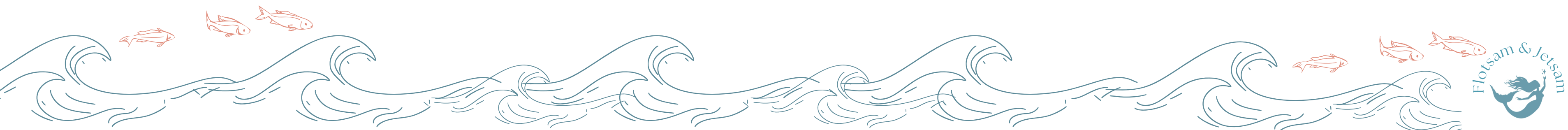


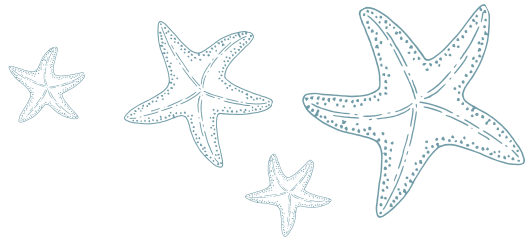


Employee Morale

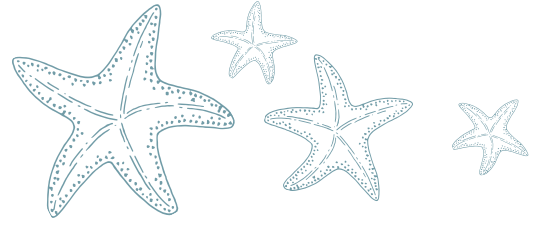


- Vice presidents:
 - Nominate an employee
 - Provide justification for their choice
 - Final choice is decided by vote amongst leadership





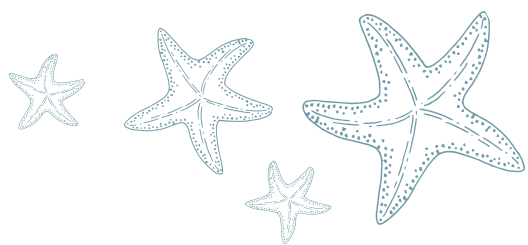
Employee Morale



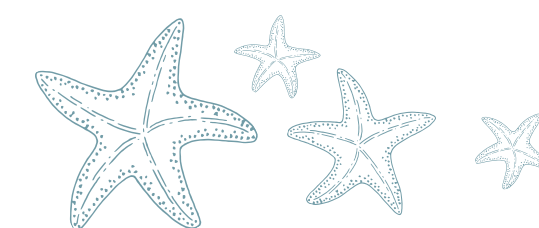
Team Building Games

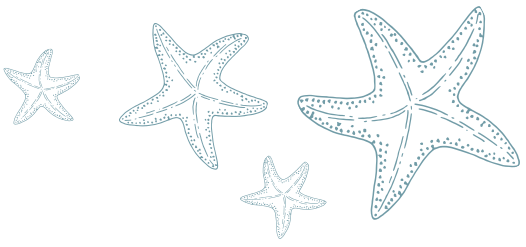
- Occurs 1x a month
- Collaboration within department
- Mixed company groups
- Feedback forms



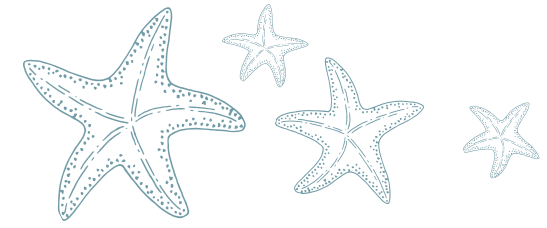


North Hangar Fire





-Community Engagement-



Company Beach Clean-up & Bonfire

- Celebrating hard work
- Connecting back to our mission
- Serving local community

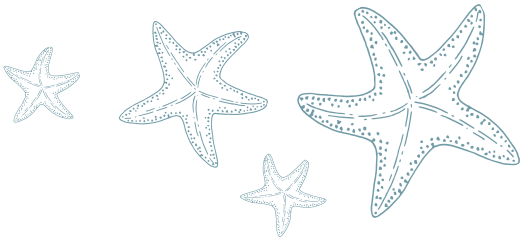




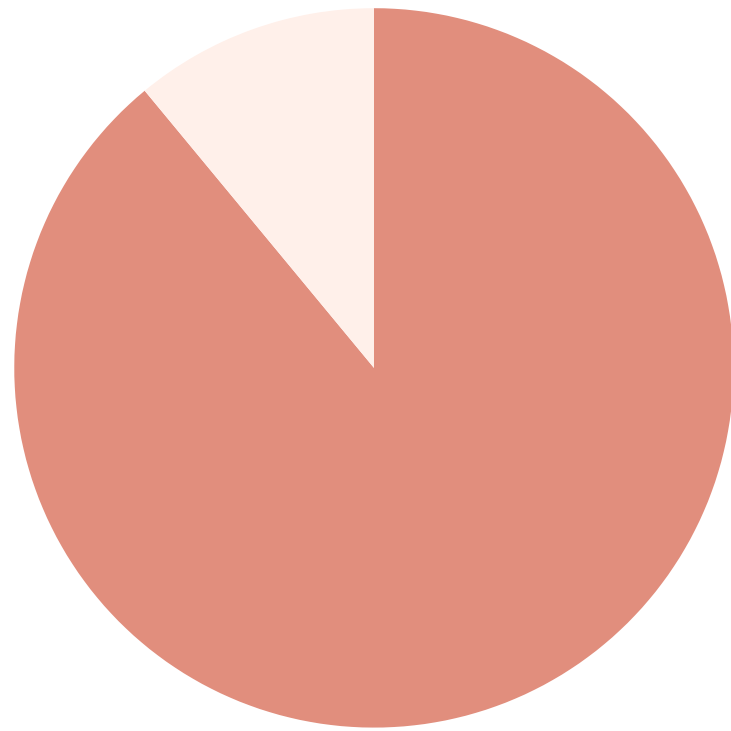
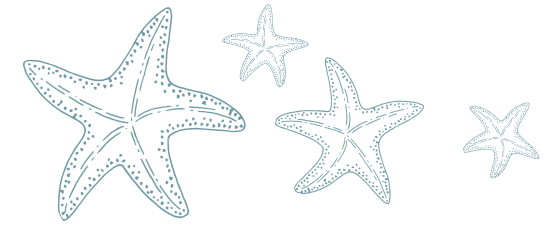
Thank You!

— *“Transforming the Oceans Trash to Treasure”* —

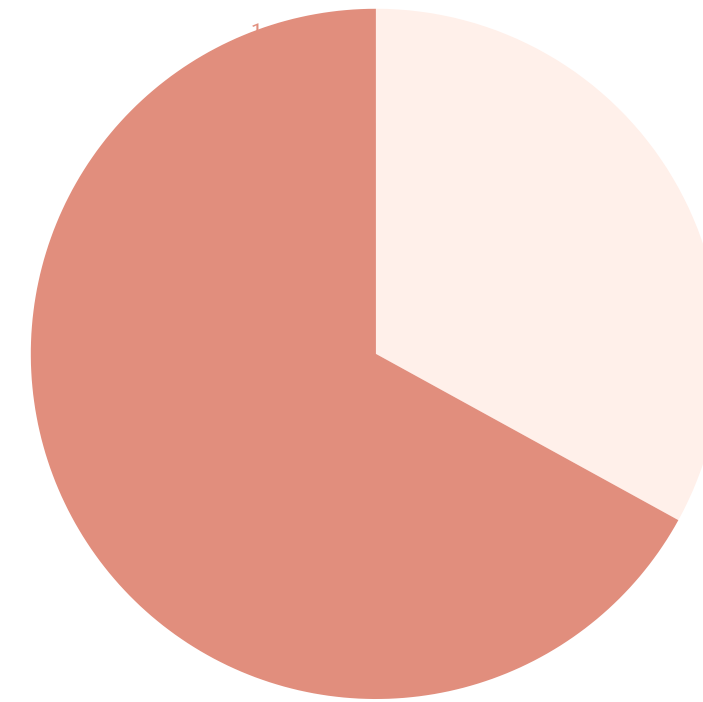




— Identifying the Problem —

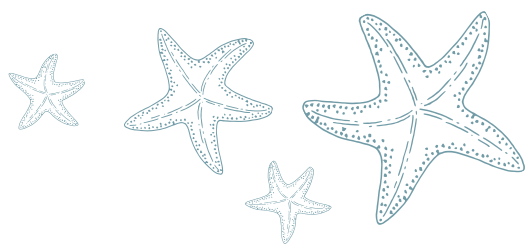


89% of girls say they wear jewelry daily

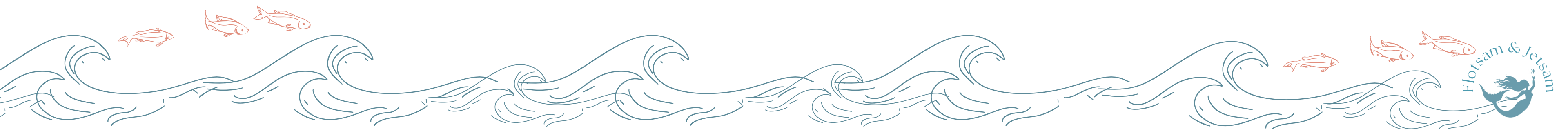
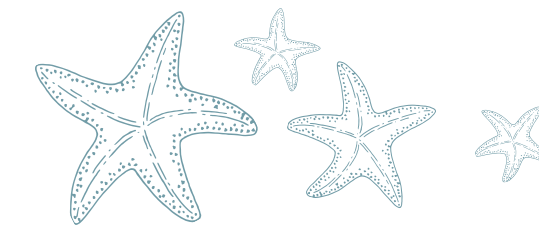


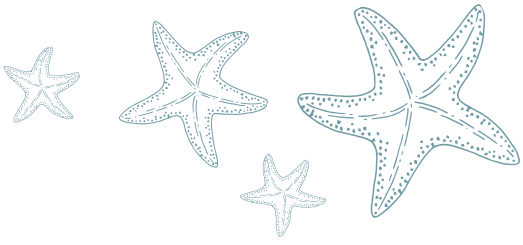
67% of teens say they wish sustainable jewelry was more accessible



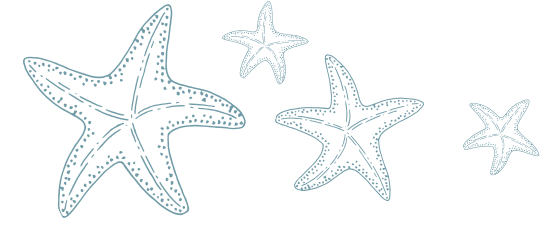


Company Bonding





— Mid Performance Evaluation —



Flotsam & Jetsam Performance Review

Employee Name _____



41-50 OUTSTANDING
 31-40 EXCEEDS EXPECTATIONS
 21-30 MEETS EXPECTATIONS
 11-20 BELOW EXPECTATIONS
 0-10 UNSATISFACTORY

POSITION PROMOTION DECIDED BY VP AND HR OR 3% INCREASE
 3% PAY INCREASE IN MONTHLY SALARY
 NO CHANGE
 NO CHANGE, 5% REDUCTION IF POSSIBLE
 1 MONTH RE-EVALUATION TO IMPROVE OR WILL BE DEMOTED OR TERMINATED

Performance Criteria	0-2 Unsatisfactory	3-4 Below Expectations	5-6 Meets Expectations	7-8 Exceeding Expectations	9-10 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.			
Total								



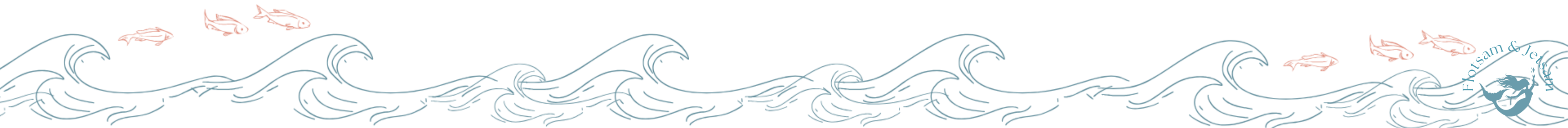


Diversity in the Workplace



- Diversity in Gender/Age/Geographic/National Origin/Religion/Disability/Gender Identity

- Activities
 - Inclusion of diverse backgrounds and cultures



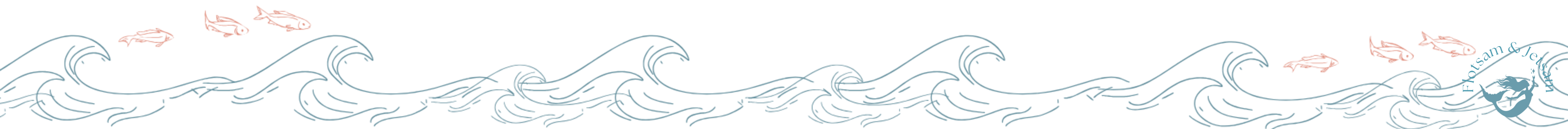


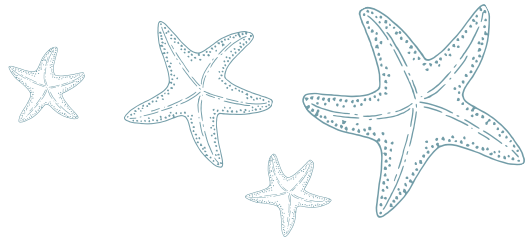
— Ethics in the Workplace —



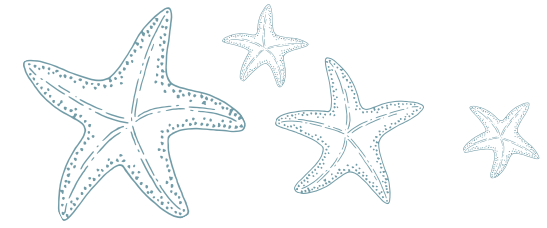
- Respectful conduct/language
- Integrity/Fairness
- Positive work ethic
- Professional
- Productivity

- Responsible/Trustworthy
- Loyal/Dedicated
- Create a Supportive Environment
- Encourage Open Communication

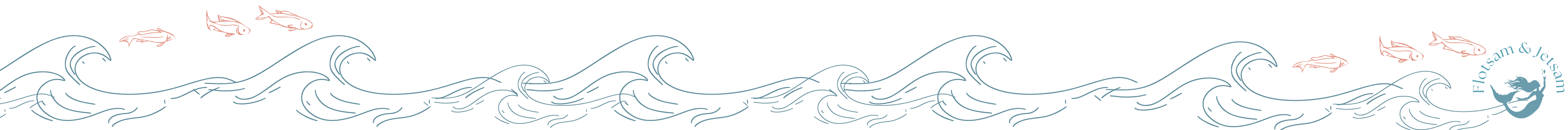


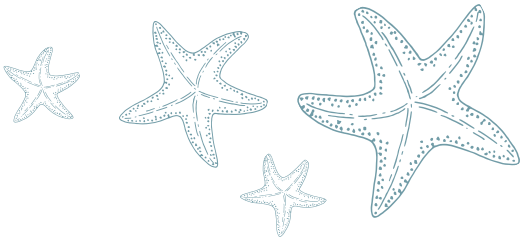


DEI - Presentation

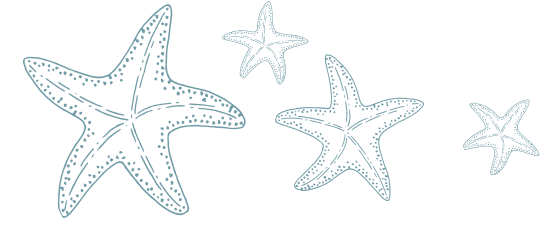


SEXISM	AGEISM	LOOKISM/IDIOSYNCRATIC RATER BIAS	THE HALO/HORNS EFFECT	CONFIRMATION BIAS	CONFORMITY BIAS	AFFINITY BIAS	THE CONTRAST EFFECT
The favoring of one gender over another, associating certain stereotypes with different genders.	Stereotyping or discriminating against others based on their age	The favorable treatment and positive stereotyping of individuals who are considered more attractive / what "success" looks like	Positive/negative impression of someone because of one of their qualities or traits	Cherry-picking information to validate certain points	Changing our opinions or behaviors to match that of the bigger group	Favoring people who share similar interests, backgrounds, and experiences	Judgments may be altered depending on what standard we're comparing something to
PERCEPTION BIAS	ILLUSORY CORRELATION	AFFECT HEURISTIC	RECENCY BIAS	STATUS QUO	ANCHOR BIAS	AUTHORITY BIAS	OVERCONFIDENCE BIAS
Inaccurate, overly simplistic stereotypes about the group they belong in	Associating unrelated variables, events, or actions	Relying on our emotions to make decisions	Attributing greater importance to recent events over past events because they're easier to remember.	Preference for the way things are or for things to remain as they are,	Overly rely on the first piece of information we receive as an anchor to base our decision-making upon	The tendency to believe in authority figures and follow their instructions	The tendency for people to think they are better at certain abilities and skills than they actually are





Framework for Goal-Setting



Setting SMART Goals

- Specific, Measurable, Attainable, Relevant, Timely

Monthly Planning/Progress Logs

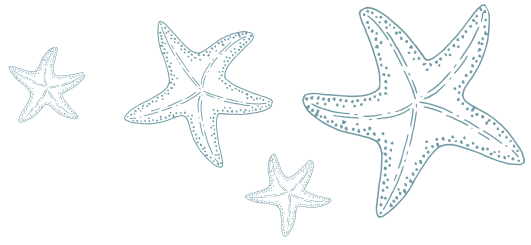
VE Planning/Progress Log Task Period 4: 1/8-1/31

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.

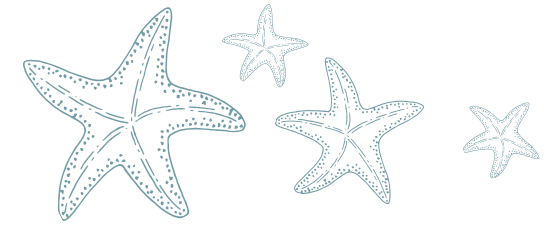
PLANNING				
Task Number	Brief Task Description	What part of the task are you responsible for?	Planned Completion Date	Date Completed
CO 4.1	Department Meeting and Task Assignment	-Assign members to task cards -Set deadlines	1/9	1/10
CO 4.2	Circle of Excellence	-Review the notes for each project -Check off the completed projects. -Monitor the uncompleted projects -Collect evidence	2/29	2/29
CO 4.3	Elevator Pitch Competition	-Revise elevator pitch -Memorize	1/12	1/17
CO 4.5	Leadership Meetings	-Develop agenda	1/23	1/23
ID 4.2	Bakersfield Trade Show Preparation	-Ensure everything is packed, printed, and ready to go for Bako	1/12	1/16

PROGRESS		
Date	Task(s) Worked On	What did you accomplish? What do you need to do next? (Daily notes on progress)
1/8-9	BP	Today, we had a meeting with Dr. Litfin. We spent the entire period going through the business plan slides to receive feedback. Ananya and I read through most of the script, taking pauses to allow for conversation. Everyone else took notes. Our next step is to discuss and make the edits.



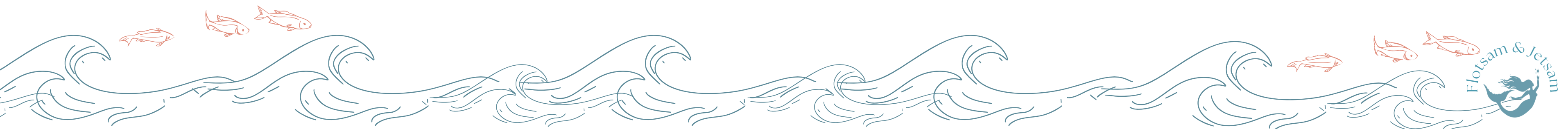


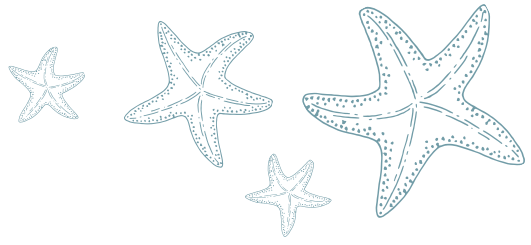
Conflict Resolution



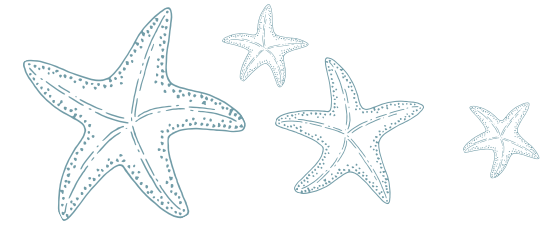
- 1) Incident Report
- 2) Conflict reported and addressed by VP
- 3) If conflict escalates, reported to CEO
- 4) Last stage is intervention by Chairman

- HR Conflict Resolution training
- One-on-one meetings
- Encourage compromise, respect, active-listening





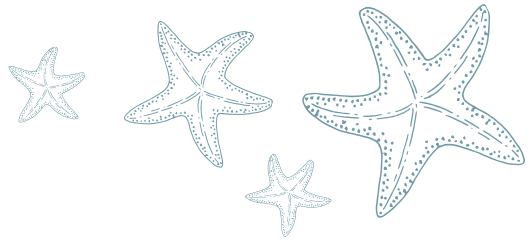
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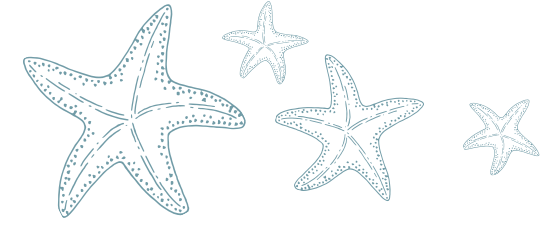
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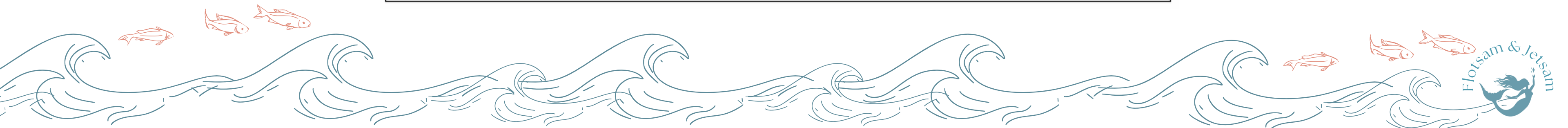


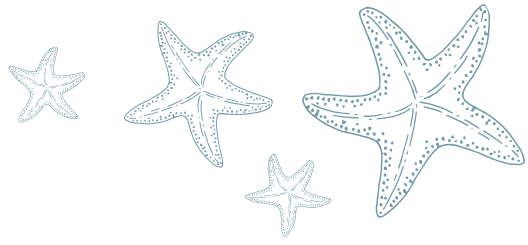
Reflection and Feedback



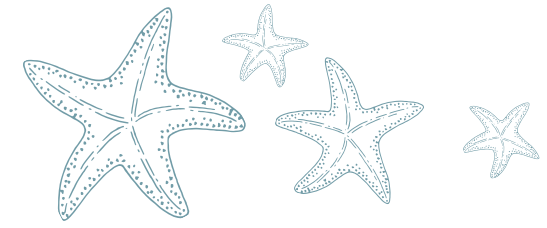
REFLECTION
LT 8.1: How did you work to expand the business and/or strengthen the company within your role? (100-200 words)
I worked to expand the business and strengthen our company by increasing company morale and productivity. During this time I was able to give feedback to my peers in my department and outside my department. I helped marketing with their work and I also helped the DM with their website. I also increase company morale by choosing an employee of the month. Also, with all of the games and the presentations I was able to lead my team to get some stress off of our employees. The games were meant to increase communication as well. Mixing and matching people helped create more relationships within the company. The DEI presentation also helped increase productivity throughout the workplace. Presenting about Biases and how a diverse workplace should look like gives a good example of what we are trying to achieve at Flotsam & Jetsam. This will motivate employees to work harder to achieve this goal.

Collaboration & Feedback
Who did you collaborate with from another department? What did you learn about their work? What feedback did you give them?
This month I worked with the DM to give and receive feedback. Kaelyn asked me to give her feedback on the website that the DM was working on. So, I gave feedback on the website by telling her to change the website colors to be more St. Patrick themed and to change the cover fonts to gold instead of blue to match better with the green. Kaelyn gave me feedback on my HR competition presentation script by telling me to bold our names and make bullet points instead of paragraphs. I also worked with Comm. Nolan gave me feedback on the newsletter and the game ideas, and he helped me brainstorm better bonding activities. I gave Nolan feedback on some of his tik toks and how to capture the audience.





HR Newsletter



EMPLOYEE HANDBOOK UPDATES

PAY POLICY

- The top performing member of each department is awarded a raise each evaluation period.
 - Decided by the CFO and VP of HR
 - The current raise is by 12.5%



**pay raises do not affect title changes

INTER- AND INTRA- COMPANY RELATIONS

If there are disputes between departments,

- consult an HR member
- there will be a meeting time to reach a resolution



Please be respectful to each other!

