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EMPLOYEE MANUAL



2023-2024



@MAIA.VE

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Afnan Faiza
CEO
MAIA
30-20 Thomson Ave,
Long Island City, 11101



Dear Employees,

Welcome to MAIA,

Not long ago, we came together as a team to collaboratively find a solution to the problems we face. The dedication of every person in MAIA has been astounding. Every day, we come together and work closely to ensure the success of our company. I am proud of the team we have created and the relationships that we've built thus far. MAIA would not have been able to get this far without the unique skill set of every employee.

At MAIA, our mission is to empower individuals to lead healthier, happier, and more fulfilling lives through innovative robotic solutions that simplify daily tasks and expand personal freedom. We deeply value the interests of our customers and want to provide them with the best experience possible with our products.

As a part of MAIA, each employee plays a crucial role in helping us reach these goals. To achieve this, inside this manual, you will find policies, procedures, and protocols that will help you deepen your understanding of what is required from you as an employee of MAIA. Each employee is to adhere to these expectations to ensure a productive workplace. You are encouraged to use this manual as a resource and reference to guide your experience in MAIA as we strive to build a culture and family.

Should you have any questions or concerns about the policies and guidelines outlined in this manual, our Human Resources Department is here to assist you. Thank you for being part of the MAIA team. We look forward to your contributions and growth in MAIA.

Sincerely,
Afnan Faiza
Chief Executive Officer



COMPANY OVERVIEW

Introduction

This employee manual serves as the foundation to maintain our goals and ethics. To ensure a productive working environment, this handbook demonstrates the standards and principles we strive for at MAIA. If you have any questions or concerns, please reach out to our Human Resources team at: janelin8880@gmail.com.

Company History

Our journey began in September 2023 at the Academy of Finance and Enterprise, located on Thomson Ave, Long Island City, NY 11101. MAIA, also known as My AI Assistant, is a company that offers a line of robots that assist you in your day-to-day activities. MAIA's objective is to alleviate the stress of young teens' lives using advanced technology. We want to help our consumers retain minimal stress, be more organized, manage their time wisely, and take care of themselves. Harboring these ideals, we created a culinary assistant robot named Elda. The motive behind Elda was the byproduct of a statistical report demonstrating how 75% of Gen Z say that cooking takes up valuable time with their family or studying. Our cooking robot, Elda, allows the customer to have one less thing to worry about throughout all the tasks that they have to do daily.

Mission Statement

The mission is to empower individuals to lead healthier, happier, and more fulfilling lives through innovative robotic solutions that simplify daily tasks and expand personal freedom.

Vision Statement

We envision a future where our cutting-edge technology seamlessly integrates into everyday life, revolutionizing routines and enhancing overall well-being.

Social Responsibility Statement

Committed to Corporate Social Responsibility, we prioritize accessibility, environmental sustainability, and community engagement, ensuring our innovations benefit people of all backgrounds while delivering value to our stakeholders.



ROLES AND RESPONSIBILITIES

Organizational Chart

We chose this specific structure for the organizational chart we believe our company will be at its best when we all function in unison. So by having a shape where everybody is connected through the executives, we do not want to over or underrepresent any individual associated with MAIA. As a robotics company that provides customers with access to cutting-edge technology, we wanted to design our organizational chart that reflects our futuristic theme.



MAIA DEPARTMENTS



Executive Department

The executive department consists of **Afnan Faiza**, Chief Executive Officer, and **Ognjen Vasić**, Chief Operating Officer. Executives play a crucial role in supervising and supporting all MAIA departments. They lead their teams, ensuring a comfortable yet productive work environment. One of their key responsibilities is appointing chiefs who play a vital role in shaping the company's core values and upholding a stable work culture. The executives regularly check in to ensure everyone is on the right track and provide assistance with obstacles in the way of success.

Human Resources Department

Under the leadership of **Jane Lin**, Chief of Human Resources, the Human Resources department is dedicated to keeping balance within the workforce with their policies and conflict resolutions. Jane actively promotes team collaboration and strengthens connections among departments through her communication and decision-making skills. Employees are able to approach HR with any workplace issues to be resolved.



Technology Department

Maisha Reza, Chief of Technology, leads the Technology Department, taking charge of all technological aspects within the firm. With her expertise and leadership skills, Maisha guides the team toward success in the technological world. Their responsibilities include enhancing the website, app, and optimizing technical features for our robots. Additionally, the team ensures that the website stays current and updated to meet the needs of MAIA's clients.

Finance Department

The Finance Department at MAIA, led by **Jalyn Garcia**, Chief of Finance, is a valuable asset to our team. Jalyn's financial expertise and business skills contribute to maintaining the firm's financial stability. The department handles MAIA's finances, such as loans and expenses, and sets the optimal price points for products. Our Finance Department is certified through the NOCTI Accounting Exam in the CTE track making them the most qualified for their positions.





Domestic Marketing Department

The Domestic Marketing department is responsible for connecting MAIA with potential clients. The department led by the **Amelia Alvarez**, Chief of Domestic Marketing, uses her strategic planning, management, and communication skills to connect with clients for MAIA. The Marketing department works alongside the Social Media department to bring recognition to our products.

International Marketing Department

The International Marketing department is responsible for connecting the world with our firm. The department is led by **Jerina Nichole Mendez**, Chief of International Marketing, who uses her strategic planning, management, and communication to establish a bridge between MAIA and its international clients. This department cooperates with the Social Media department to promote our products internationally. They also send emails to keep up with our client's needs and interests and to show appreciation for our client's support.



Design Department

The Design department works as a team to constitute the visuals and aesthetics of MAIA. This department is led by **Vince Elizalde**, Chief of Design, who uses his artistic creativity and leadership skills to assist the team. Vince encourages the design department to construct an image for others outside the firm, giving them a general overview of MAIA. Creating a good first impression is essential to gaining clientele and this team works together to promote our brand.



Community Department

The Community Department plays a vital role in fostering connections between MAIA and the local community. **Lily Zhang**, Chief of Community, leads this department, utilizing her communication, creativity, and project management skills to build a strong community. The team enforces moral values within the firm by organizing awareness-raising activities and fundraisers for the entire school. They provide an environment where they grow and bring global insights together.



Inclusion Department

The Inclusion Department contributes their efforts to allow all people to feel represented by our products. This department is led by **Alexis Jen**, Chief of Inclusion, who uses her understanding and empathetic nature to allow others to feel accepted while exploring what MAIA has to offer. We believe that everyone must be recognized and valued by MAIA.

Social Media

The Social Media Department is responsible for creating content for our audience. This department is led by **Camila Corvalan**, Chief of Social Media, who uses her media management skills to promote our products. They manage all the social media of MAIA and are responsible for notifying our audience of the latest news and events. They play a huge role in increasing our popularity and promoting a positive image towards our clients.



Quality Control

Quality Control works as a team to oversee MAIA documents for potential errors. This department is led by **Tilleli Challal**, Chief of Quality Control, who uses her expertise and meticulousness to ensure everything is submitted of the highest quality. This team's versatility is key to our company's success.



COMPANY CULTURE



What is CTR?

All employees at MAIA follow an acronym called CTR, which stands for credibility, trust, and responsibility. This acronym demonstrates a solid part of our company culture, which ties our employees' strengths together. All employees in MAIA establish credibility through their qualifications and skills obtained through previous courses taken and certifications acquired. We want employees to build trustworthy relationships so that each employee can depend on each other to bring the workplace together. Every employee takes on the responsibilities of their department, which plays a crucial role in building a solid, productive environment.

Where did CTR come from?

During the Lightning Business Pitch Competition, chiefs representing MAIA were inspired by this acronym and felt it could be applied in the workplace. They brought this acronym back to the company to help remind employees about what their focus should be during work.

Communication

During work hours, as each department works and collaborates to build on MAIA's mission, we seek effective communication from our employees to make sure the company runs smoothly. Our business strategy for communicating effectively is through meeting Monday-Friday in person, excluding holidays. We use Google Workspace, which stores weekly agendas for each department and important documents. The executive team assigns weekly assignments that help each department meet deadlines and keep track of their tasks using color coordination.

Conduct

Every employee at MAIA is required to understand and follow the guidelines and policies that reflect the company's mission. Each employee must retain their respect and a degree of courtesy for others. These actions are critical as everyone is to maintain their best behavior in the work environment and outside the workplace, or else it will poorly reflect on our brand.

MAIA groups the following as illegal, against company rules, and encourages supported behavior:

Illegal Activity	Against The Company Rules	Supported Behavior
Participating in any form of violent conflict with other employees	Inconsistent quality of work	Respectful behavior towards employees at all times
Using illegal drugs and lethal weapons	Not in dress code	Consistently shows up to work in professional attire
Stealing from employees	Showing up late/Not showing up without notifying the VE coordinator or Chief in advance	Always has a strong social standing with employees
Sexual harassment/assault	Inappropriate language used in the work environment	Always use appropriate language even when writing



Complaints

The following procedures will be used in the case of complaints

Handling Complaints Procedure:

When a complaint is brought to our attention, it should be immediately brought forth to the Chief of Human Resources or an Executive Member. This procedure is critical to the workplace as it builds a safe and trustworthy environment.

1. Complaints must be sent through an online Misconduct Survey or emailed to janelin8880@gmail.com
2. If there is a complaint regarding the HR Department, the complaint must be sent through the online Misconduct Survey
3. If complaints are false, the person responsible will have a decreased evaluation grade under the behavior category and may be subject to additional consequences depending on the severity of their actions
4. If it is deemed a misunderstanding by the HR department, you will be warned

However, we understand that sometimes a complaint can be a misunderstanding. This is different from a false complaint as the complaint isn't flagrant or done with any harm to another employee. However, numerous misunderstandings can damage an employee's credibility and future in the company.

*Please refer to page 22 to view a copy of the Misconduct Form

Steps to Handling Conflicts

1

Understand and relieve the problem

2

Keep an open mind and hear both sides of the argument without being biased

3

Check HR policies and consult with the HR Chief or an employee of HR

4

Find a solution that satisfies both sides

5

Eliminate the problem's possible causes to prevent them from recurring again



COMPANY POLICIES

Time/Tardiness

Employees are expected to be punctual and in their workspace. If an employee doesn't show up to work on time, they must notify the CEO through email before the class period. Working hours are Monday-Friday from 11:59am-1:38pm. If their lateness is deemed valid, the employee may be excused. If it is not, the head of the department may alter their weekly evaluation grades to properly reflect their behavior. Employees can reach the CEO at afnan.faiza8@gmail.com.

Attendance

Attendance is a significant part of maintaining a productive and working firm. Employees are expected to be present at all times unless an advanced written notice has been approved. In the case of an employee being absent, they must notify the supervisor or their chief via email or another form of contact before the period starts and provide a valid reason for excuse. If there are repeated absences, a meeting will be set with a supervisor to further discuss reasons for absence and how to prevent it.

Company Etiquette

At MAIA, we work on fostering a safe environment. All employees and chiefs must respect each other's ideas and opinions. Employees must refrain from using explicit, abusive, or threatening language within the workplace. Any form of abuse is not tolerated. In the case of a problem, it must be communicated with respective departments or supervisors and handled accordingly. Team building and team training activities are also hosted to help build a community atmosphere in the company.

Drugs/Alcohol Policy

We at MAIA have a strict policy regarding drugs and alcohol. Employees are prohibited to be under the influence of drugs or alcohol at all times, with the exception of prescribed medication. If an employee is required to take any medication before or during work hours, they should provide a note to the school from their doctor and will be directed to the school nurse to be supervised in taking said medication.

Fair Treatment

Every employee will be treated fairly and equally, regardless of gender, race, or other characteristics. Employees of MAIA should strive to foster a friendly environment in which everyone is able to freely express themselves. No one will be discriminated against for any reason, and each employee will have equal opportunities within the company.

Social Media Policy

Social Media reflects MAIA's image as a whole. Although we cannot control what employees posts, they must be aware that digital footprints can affect their position in the company as it reflects on the company's brand. Any negative posts related to discrimination towards race, color, religion, national origin, sex, gender or those with disabilities are not tolerated.





Corporate Responsibility

As part of our commitment to social responsibility, we aim to contribute to the growth and development of low-income students interested in robotics. We will partner with educational institutions and organizations to provide mentorship, scholarships, and access to our robotics resources. We will also allocate a portion of our profits towards funding initiatives that support these students, creating opportunities for them to explore and excel in the field of robotics.



Sustainability

We at MAIA value our environment, and take several measures to ensure sustainability. We use eco-friendly materials, we always recycle, and we make sure all lights are turned off after working hours. We also host events so employees are able to better understand the importance of an eco friendly environment are hosted as.



Meal Policy

Employees are welcome to grab a snack from the snack pantry during work hours to ensure a more energized and productive staff. In order to prevent allergic reactions, a list of all employee allergies is collected. An epipen will be available at all times in case of emergency. In the rare case that an allergic reaction is triggered, the VE coordinator will be informed as soon as possible, and proper medical treatment will be provided by the school. If an employee or visitor has a medical condition where they are required to eat for their wellbeing such as diabetes, recovering from an eating disorder or any other conditions, they may eat whenever necessary.



PROFESSIONALISM

Here at MAIA, we believe that professionalism involves being reliable as well as setting standards for the yourself and the firm. Having a professional environment establishes organization which is key to a successful company.

Dress Code Policy

We "Dress for Success"! All employees should be dressed appropriately. Employees are required to wear uniform during working hours. Professional outfits are modest, well-tailored, and free of graphics or images. Clothes should be cleaned, ironed, and free of rips, holes, or stains. During events and trade shows, all staff must dress in business attire.



Dress Code for All Employees	
Shirts	Blue button up (or blouse), wearing a tie is optional
Pants	Grey pants or grey skirt
Shoes	Black dress shoes or black sneakers



Internet/Cell Phone Usage

Employees are only allowed to use cellphones and internet for work purposes only. Personal cellphone usage during work hours is discouraged as it can lead to distractions and interference with work. If an emergency occurs where cellphone usage is necessary, let the VE coordinator or the department chief know so you can be excused to use the cellphone.

Confidentiality

Employees are only permitted to share company information with MAIA employees. Any discussion about details concerning MAIA outside of the firm may cause issues including breach of data and other unnecessary risks. Those who breach the confidentiality policy will be meeting the Executive department and VE Coordinator for further discussion about behavior

Email Usage

Employees must be professional when sending emails to other employees, the VE Coordinator, outside firms, and any other persons. Keeping a professional environment when communicating online will ensure respect and mindfulness.



CONFLICT RESOLUTION

Why Do We Create Policies?

At MAIA, we strive to create an environment where employees feel that everyone shares the feeling of fairness and agreement. Problems may arise when working in a professional setting. However, navigating in a positive direction is strongly encouraged. During any conflict, the Human Resources department assess it with an open mind and a positive attitude, as we want the result to be an arrangement where all parties involved feel content. Conflict can be dealt with when there is honest communication. However, any physical or verbal violence is not tolerated.

Policies are provided to enforce a safe workplace as it is used to create structure and order in the firm. This allows the production of high quality work and communication between departments. The following policies assist the continued zero tolerance policy of any potential conflict:

Violence Policy

At MAIA, violence is not tolerated. Enforcing a safe and non-violent workplace is vital to have a smooth-running company. We want to avoid workplace violence before it begins, and have the opportunity to resolve it before it becomes disorderly. MAIA forbids any consumers, partners, visitors, or any other people associated to behave in violent or threatening ways.

Harassment Policy

When anyone involved in MAIA faces a situation where they feel harassed, they are required to fill out our harassment form so the issue can be addressed and dealt with promptly. MAIA enforces a harassment free environment meaning any form of harassment, whether verbal or physical, is not tolerated. If such circumstances arise, protocols that enforce this policy will be put into effect. The Human Resources Department is responsible for preventing these situations.



PROTOCOLS

MAIA values the safety of each and everyone of our employees. Although we hope it will never occur, policies are set in place in case of any emergency. To ensure safety of everyone at MAIA, employees are to follow all emergency protocols within the workplace. The emergency protocols are as listed:

Protocols	
Fire Drill	Employees will leave all personal belongings and exit the workspace in an orderly and efficient manner. Employees should exit through the nearest stairwell and follow directions from school officers.
Lockdown	Employees must calmly make their way to a section of the room that cannot be viewed from the main door while the VE Coordinator confirms the door is locked from the outside.
Evacuation	Employees must exit the workspace in a calm manner, following all exit signs quickly. When outside, all staff should gather in their a designated location and wait for further instructions from school officers.

DIVERSITY, INCLUSION, AND COMMUNITY

We believe making all employees in MAIA feel included no matter their differences is essential to bringing unity to the firm. Any aggression towards the following categories stated in the inclusion policy are not tolerated:

Diversity/Inclusion Factors	
Race	No matter the employee's race or background, all workers are treated equally with respect to their culture. A diverse workplace is something we strive for at MAIA. Racism and discrimination will not be tolerated in any circumstances.
Religion	MAIA doesn't make judgements based on any employee's religion because we are unbiased and ultimately strive for an inclusive community. Discrimination against any person's religious views is strictly prohibited.
Background	MAIA is unbiased when it comes to an employee's background. This company does not tolerate any form of teasing or unnecessary comments when it relates to an employee's upbringing. There is no discrimination or bullying at any times.
Position	An employee at MAIA should not be judged by their position at the company. No employee should express superiority or imply that others are below or above one another. Regarding financial status, all employees must express gratitude toward each other regardless of their pay.

Diversity & Inclusion

At MAIA, one of our goals is to radiate an environment that loves and respects diversity in terms of different backgrounds, values, and beliefs. We want our employees to feel included as well as keeping an open mind for others. Here at MAIA, we believe the differences in our employees strengthen our innovation and brings our cultural values together bringing us all the more closer.

Employees at MAIA are encouraged to participate in events hosted at our school that promote their cultures, such as the Hispanic Heritage Month event. However, we do not limit ourselves to just heritage culture; we encourage the idea of inclusion to all with differences in our firm. The Human Resources Department also includes lessons on how we can help employees feel more involved during team training activities through scenarios.



Community

MAIA has always striven for the importance of building a community. This is portrayed through how we weave our values into our events such as the Breast Cancer Awareness fundraisers, countless bake sales to benefit various causes, food drives where employees donate food to give back to those in need, and volunteer events hosted by MAIA.



EMPLOYEE EVALUATION

By utilizing this method, we can assess employees to ensure they are working effectively and diligently. This way, we can avoid issues regarding lack of productivity, communication, or oversights. We do this by using a weekly evaluation.

MAIA utilizes many factors that allow the department chiefs, the executive department, and the VE coordinator to assess the quality of work. The following are the factors MAIA uses to evaluate employees weekly.

- **Productivity (1-10):** From "Not doing work at all" to "On Task, focused, and gets all work done," employees are graded based on their work output and efficiency throughout the work period.
- **Meet Deadlines (1-10):** Handing assigned tasks in on time is vital for a productive working environment. So, employees are graded for effectively meeting their given deadlines.
- **Teamwork/Communication (1-10):** Through departments, communication within the firm is an essential point to meet. From "Not working with the team; uncooperative" to "Working well together; good communication," employees are assessed through their ability to work together and communicate.
- **Attendance (1-10):** From "Never shows up consistently" to "On time and punctual consistently," employees are graded based on their punctuality and whether or not they show up.

*Please refer to appendix page 21 to view a copy of Evaluation form



EMPLOYEE BENEFITS

401(k) Plan

All employees at MAIA are a part of a 401(k) plan. Our 401(k) plan takes \$50 of each employee's paycheck per pay period and invests it in a retirement plan. Additionally, MAIA matches the employees' portion by 50% to add to their retirement plan. Our Finance Department determined this plan after thoroughly analyzing company revenue, employee salary and what the market and economy for our product looks like.

Professional Development

Employees engage in team training activities to build different skills that they will be able to apply in the workplace and personal life. These sessions consist of a lesson plan and include a critical thinking exercise. Additionally, every week employees are given the opportunity to attend mentorships alongside Deloitte, allowing them to seek advice, ask questions, and receive constructive criticism.

Peer-to-Peer Tutoring

Employees have the opportunity to help each other with their outside courses. After work hours, employees are able to request sessions where they can get peer tutoring. Employees who are familiar with the material would help their peers. We value all our employees' success not only within the firm but also their growth outside the firm.



EMPLOYEE MOTIVATION

Employee of the Month

The "Employee of the Month" Program is to show our workers that their hard work is appreciated and their efforts are recognized. We notice the significance that the employee's work ethic has on others and feel that it is necessary to let them know that their outstanding work is valued. Those who receive an "Employee of the Month" award will receive a plaque with their name on it, signifying their accomplishments.



Employee Birthdays

At MAIA, it is our priority that our employees feel acknowledged and valued. When an employee's birthday come up, we hold a small celebration and announcement to celebrate the special day.



ACKNOWLEDGEMENT LETTER

Acknowledgement

I, _____ have read and understood all the rules and regulations based on the MAIA employee handbook. I am aware that I am a critical part of the MAIA community and that I represent MAIA. I am aware that misconduct and misrepresentation of the company can occur by failing to follow the guidelines presented to me. Furthermore, I will acknowledge the consequences given to me due to not following regulations.

Nondisclosure

I, _____ understand my position as an employee at MAIA. I will not be sharing any of the business information outside of work. I recognize the disadvantage of sharing financial information, product details, and data towards opposing companies. I will keep all information given to me and not share with other individuals outside of MAIA.

Additional Information

I would like to add the following information:

Employee Signature

Date

Employee Signature (PRINTED)



APPENDIX

VE Employee Evaluation

Grading:

10=100 9=90

8=80 7=70

6=60 5=50

4=40 3=30

2=20 1=10

Make sure to give a reasoning!

Description:

Productivity- Gets work done consistently throughout the period

Meets Deadlines- Hands in work on time

Teamwork/ Communication- Talking to group mates and working together as a team

Attendance- Present and on time for class (If excused, bring a note as to why individual is absent)

Evaluator's Name (Last, First) *

Your answer

Employee Name (Last, First) *

Your answer

Department *

- Executive
- Finance
- Human Resources
- Marketing (International)
- Marketing (Domestic)
- Technology
- Design
- Social Media
- Quality Control
- Community
- Inclusion

Teamwork/ Communication *

Not working with team; uncooperative

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Working well together; good communication

What is the reasoning for this grade? *

Your answer

Attendance *

Never shows up consistently

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

On time and punctual consistently

What is the reasoning for this grade? *

Your answer

Meet Deadlines *

Did not turn in work on time/ at all

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Handed work in on time and completed

What is the reasoning for this grade? *

Your answer

Productivity *

Not doing work at all

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

On task, focused and gets all the work done

What is the reasoning for this grade? *

Your answer



APPENDIX

MAIA Misconduct Form

On behalf of MAIA, this form was created for all MAIA employees to report any violations of any misconduct, misbehavior, incidents that may have occurred to them or they have witnessed. Please feel free to let us know about any concerns that you have regarding this firm. You may keep your identity confidential when filling out this form. Please fill each section out with as much detail as possible.

Please be sure to report real matters. All false accusations will NOT be permitted and will be dealt with accordingly.

janel25@nycstudents.net [Switch account](#)



Not shared

* Indicates required question

Name (Optional)

Your answer

Date of Complaint *

Date

mm/dd/yyyy

What does it concern?

- Verbal Harassment
- Physical Harassment
- Discrimination
- Breaking Confidentiality
- Bullying/ Cyberbullying
- Other: _____

Elaborate on your concern, complaint, or issue *

Your answer

How would you like this to be addressed? *

- Among the entire firm
- Certain group of people
- Specific department
- Other: _____

Do you want the complaint to be anonymous if presented to the firm?

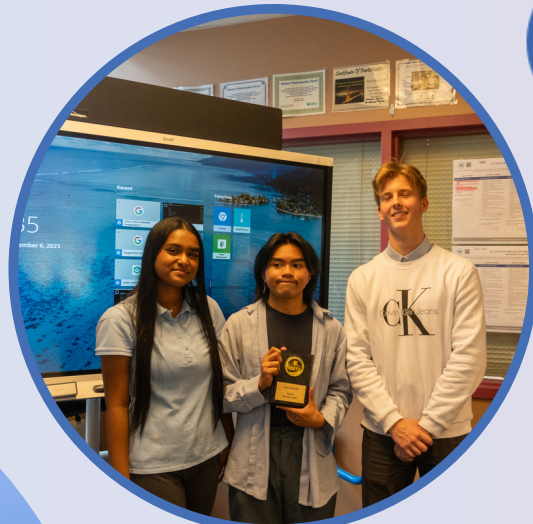
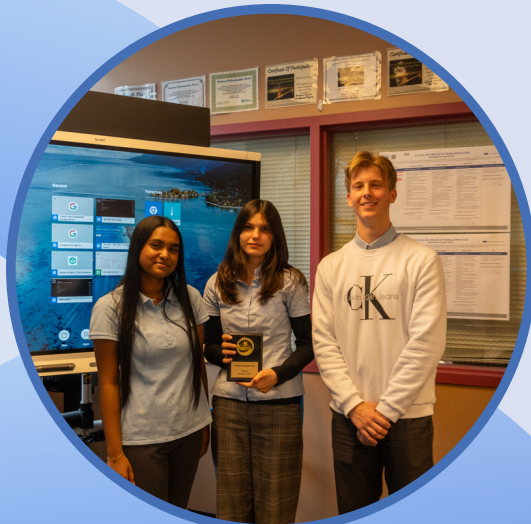
- Yes
- No



APPENDIX

The Executive Department uses the following criteria to determine the Employee(s) of the month for each month:

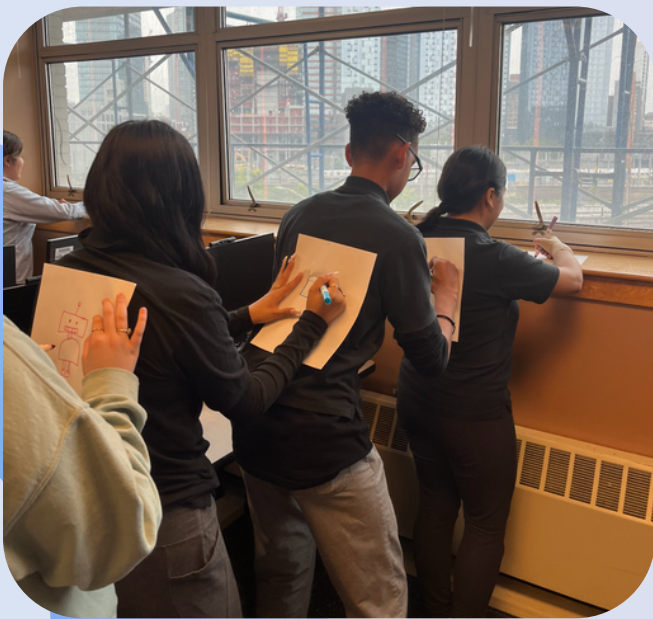
CRITERIA	5 (STRONG)	3 (AVERAGE)	1 (NEEDS WORK)
PRODUCTIVITY	<ul style="list-style-type: none"> Doing all assignments on time Working efficiently Quality scores in weekly evaluation 	<ul style="list-style-type: none"> Missing 2 to 3 deadlines Standard work Getting some negative reviews on the weekly evaluation 	<ul style="list-style-type: none"> Missing all deadlines Work below the standards Getting negative reviews on the weekly evaluation
TEAMWORK	<ul style="list-style-type: none"> Works exceptionally well with other employees Actively giving good ideas to contribute to the team Great communication 	<ul style="list-style-type: none"> Works well with other employees Communicates to the team 	<ul style="list-style-type: none"> Does not work well with other employees Lack of communication with the team
PARTICIPATION	<ul style="list-style-type: none"> Engaging in all VE related events Participating in activities in and out of their department 	<ul style="list-style-type: none"> Less engaged in activities Not participating to their full ability 	<ul style="list-style-type: none"> Not engaging in any events Not engaging in any activities
BEHAVIOR	<ul style="list-style-type: none"> Great attitude towards work Respect towards chief and executives Respect towards all peers 	<ul style="list-style-type: none"> Some behavioral issues Misbehaving sometimes with the chiefs, executives, and teachers 	<ul style="list-style-type: none"> Person is inappropriate for business. Numerous issues that affect the work environment Negative Attitude
ATTENDANCE	<ul style="list-style-type: none"> Always present in class Not late to class (Exceptions: unexcused absences) 	<ul style="list-style-type: none"> Has a 1-3 unexcused absences Lateness (unexcused) 	<ul style="list-style-type: none"> 4 or more unexcused absences Late often



APPENDIX

Team Building

Encouraging employees to communicate with each other and overcome challenges is the key to our “Employee Motivation” and the general success of MAIA. Every week, employees participate in team-building activities that challenge and engage them to build a positive work environment. Pictured below are some of the activities that have encouraged employees to collaborate, aiding in their interpersonal and teamwork skills.



Back to Back Drawing Activity

During this activity, employees were shown a reference photo of what they needed to draw. Employees were instructed to attempt to get an accurate drawing by sensing what others were drawing on their backs. The group with the closest depiction of the original picture was titled as the winners. The goal of this activity was to build trust and dependability among employees. We believe that these factors in the workplace are necessary to create successful results for our company.

Straw & Tape Challenge

Pushing teams to work together, with 15 minutes, they were instructed to build a tower out of tape and straws whilst using one hand. The team with the tallest tower was announced as the winner. The goal of this activity was to build communication skills with each other as the teams had to brainstorm ideas on how they could all agree on the best way to form the tallest tower. When a challenge is presented with those who are unfamiliar with working with each other, it provides an opportunity for peers to familiarize themselves with different work ethics.



APPENDIX

Friendship Bracelets Activity

Friendship bracelets are known to be a token of lasting relationships. MAIA thought this would be a great opportunity to have the firm come together as a whole and build on new or existing friendships. Each person was randomly assigned another peer by picking names out of a cup. Whoever's name was drawn, would be the person who would receive the bracelet you made. After 20 minutes, everyone gathered around and gave their handmade bracelet to their designated person.



Disguise The Turkey Activity

During this activity, we decided to do something fun in honor of Thanksgiving. This activity gave employees the opportunity to express their artistic abilities by using creative thinking. Employees' goal were to try their best to draw and color the turkey into another character or item of their choice. Everyone was given a template and had to "disguise a turkey" within 20 minutes. After the 20 minutes, other teachers were given the opportunity to choose their top 4 best disguised turkeys.

"Great things in business are never done by one person, they're done by a team of people" - Steve Jobs

