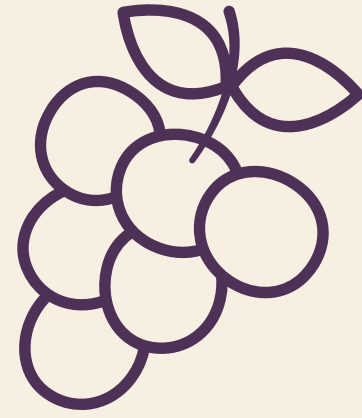




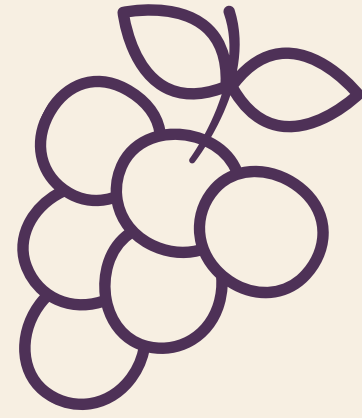
 **REVINO**
ESSENTIALS

Grow with ReVino



REVINO'S MISSION

ReVino Essentials strives to help young adults feel confident in both their appearance and choices through its premium, grape-based skincare line.



HR MISSION

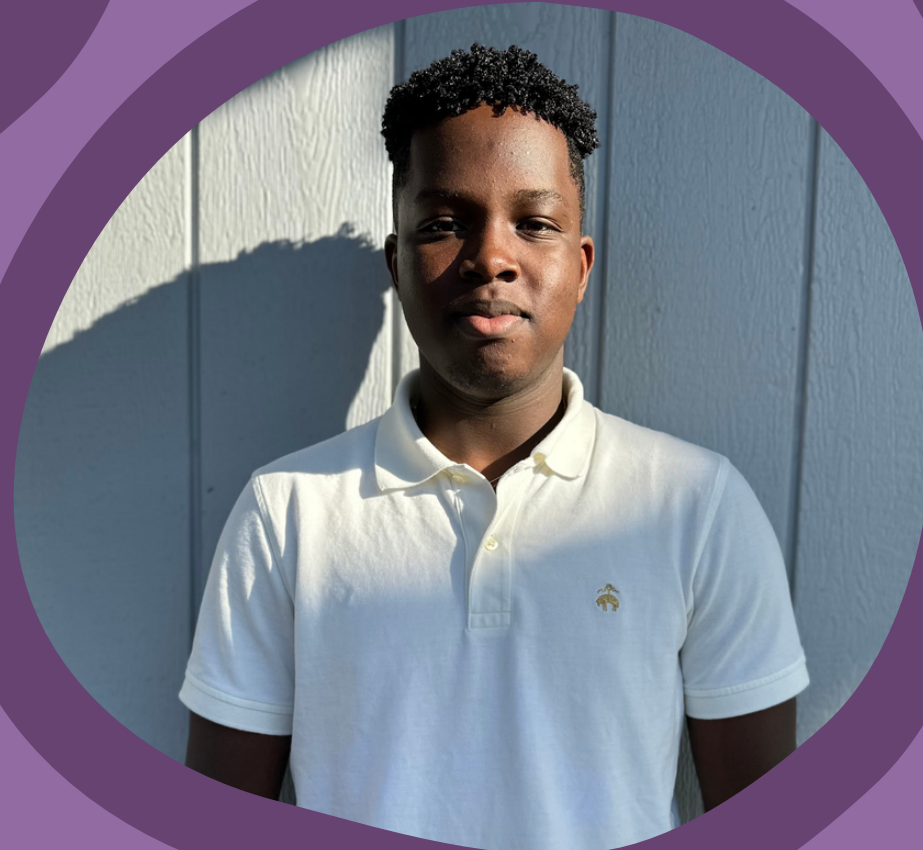
Our goal is to cultivate a thriving workplace culture that advances performance, teamwork, and employee growth.

MEET THE TEAM



**Aimee
Lum**

**Kyle
Oluoch**



**Shreya
Vanga**

**Lam
Tran**



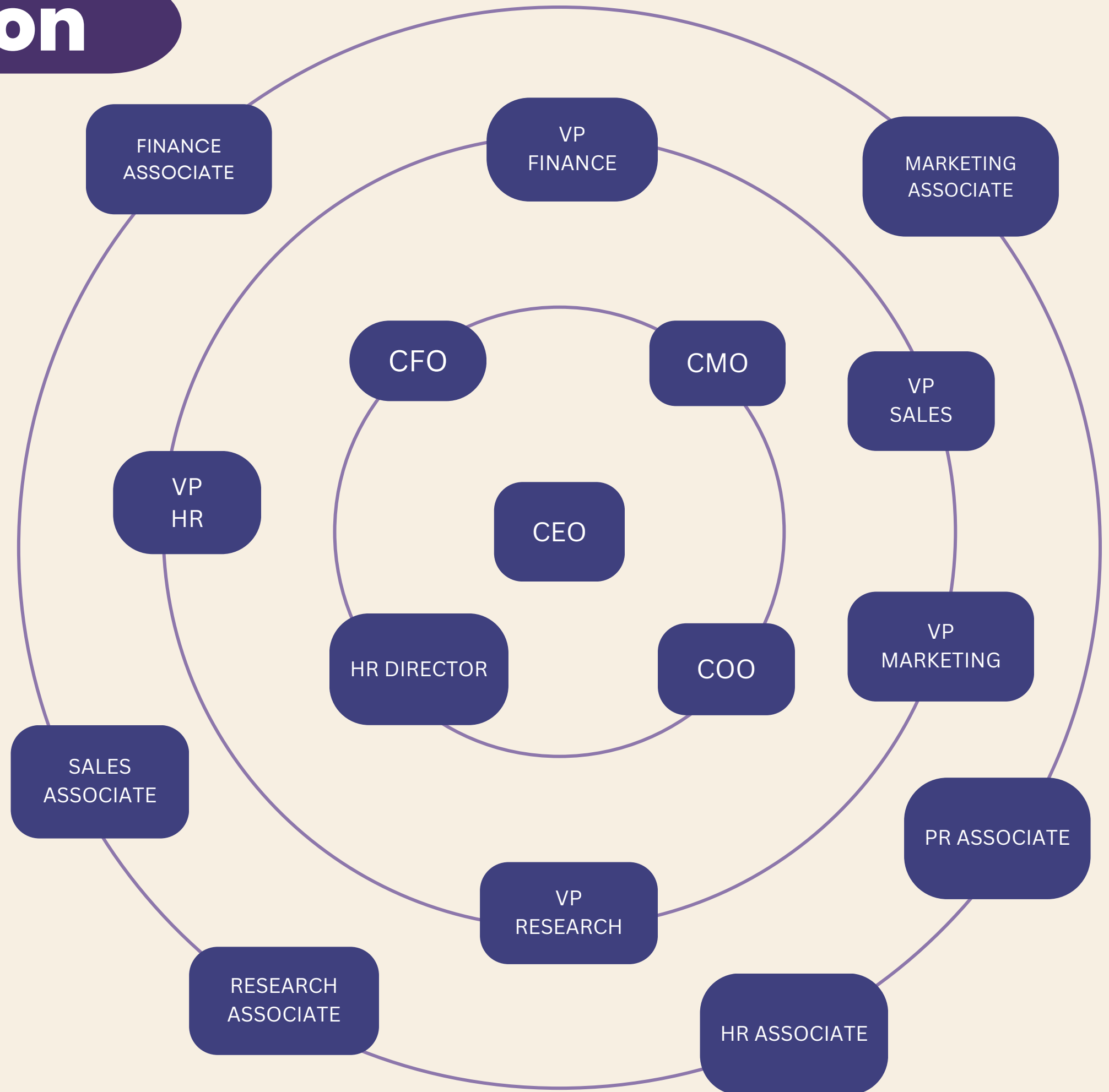
Company Culture

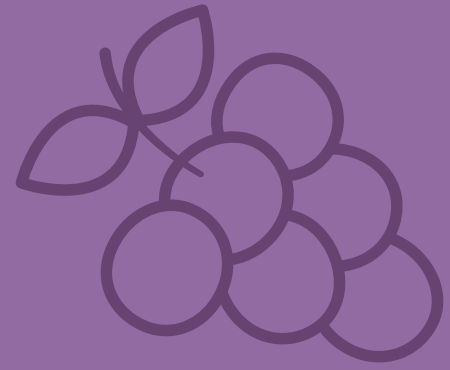


Company Organization

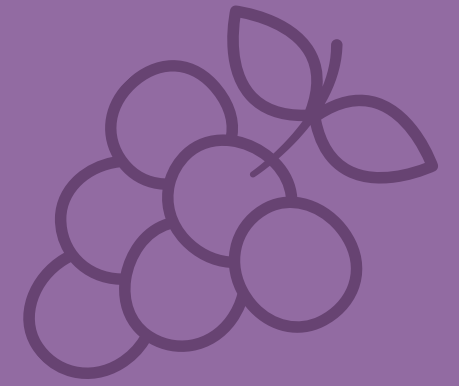
- **Circular organization**
- 16 employees
- 5 departments
 - Finance, Sales, HR, Marketing, Research

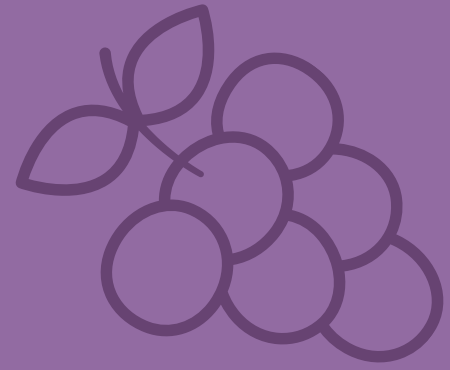
page A, Diagram A



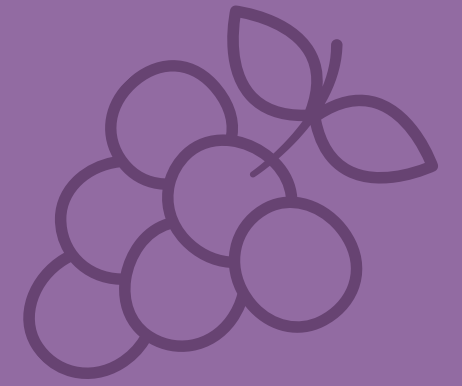


DIVERSITY IN REVINO





DIVERSITY IN REVINO

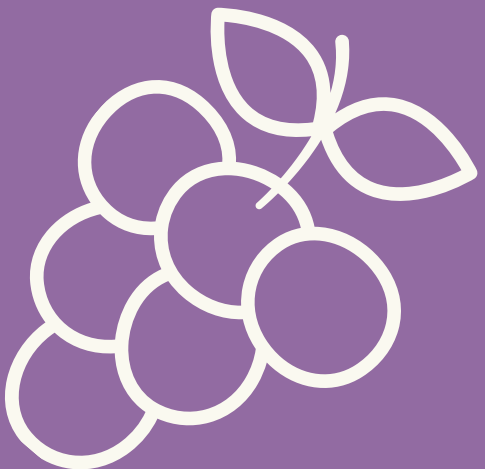




DIVERSITY IN REVINO

whistleblower policy: page 4





EMPLOYEE DEVELOPMENT





EMPLOYEE DEVELOPMENT



Minimum

\$500



Maximum

\$5,250



EMPLOYEE DEVELOPMENT



Minimum

\$500



Maximum

\$5,250

**Development paths: page 12
Request: appendix pages E&F**

Team Bonding



**HALLOWEEN COSTUME
CONTEST**



**THANKSGIVING
POTLUCK**



**FOUR CORNERS
DEBATE**



**PHONE CASE
SECRET SANTA**

Team Bonding



HALLOWEEN
COSTUME
CONTEST



THANKSGIVING POTLUCK



FOUR CORNERS
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THANKSGIVING
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FOUR CORNERS DEBATE



PHONE CASE
SECRET SANTA

Team Bonding



HALLOWEEN
COSTUME
CONTEST



THANKSGIVING
POTLUCK



FOUR CORNERS
DEBATE



PHONE CASE SECRET
SANTA

Handbook Basics



EXPECTATIONS



KEY POLICIES



- revino.ve
- bit.ly/revinove
- revino.ve
- revinoessentials.ca@veinternational.org
- (661)-665-2800

ReVino Essentials Employee Handbook

2023-2024



5714 Nathaniel Way, Bakersfield CA, 93313



EXPECTATIONS

EXPECTATIONS



- **Support, understand, and respect the mission and values of ReVino Essentials**
- **Respect all fellow employees and management**
- **Complete tasks in a timely manner**
- **Maintain good attendance, behavior, and relationships**
- **Comply with all policies**



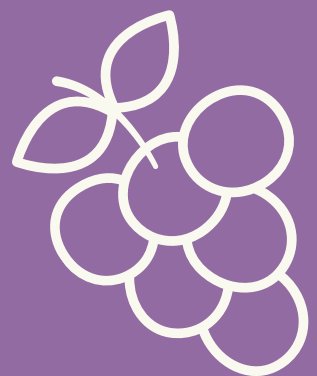
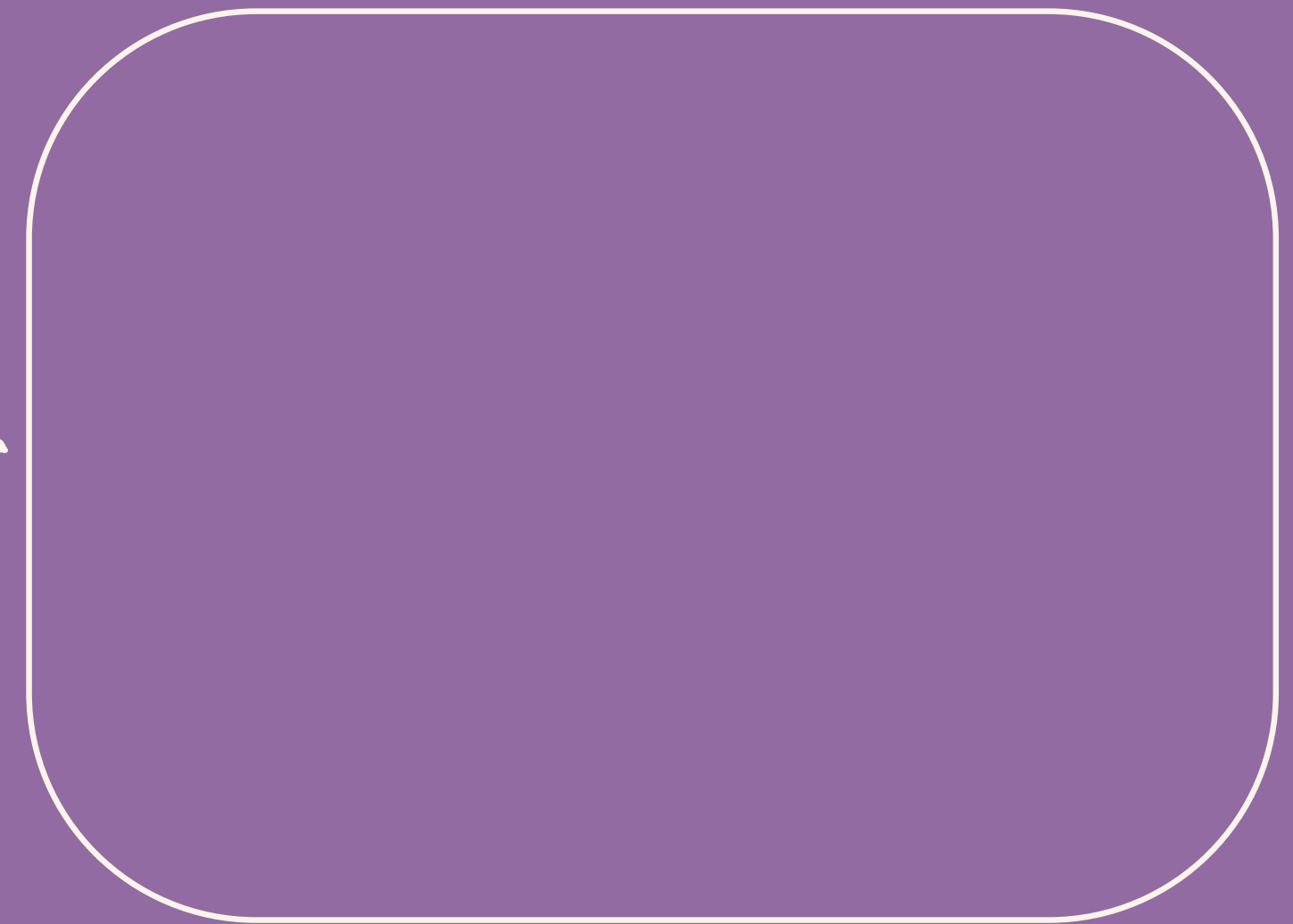
POLICIES

ATTENDANCE

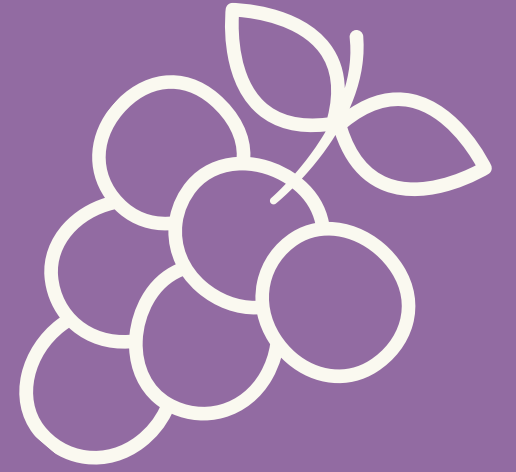


WORKING HOURS

- 8:30 AM to 5:30 PM
- 40 hours required per week



ATTENDANCE



WORKING HOURS

- 8:30 AM to 5:30 PM
- 40 hours required per week



- Excused vs. Unexcused absences
- PTO
- Sick, bereavement, and military leave, and jury duty

ABSENCES & LEAVE





ReVino Essentials Absense Request

Name: _____ Position: _____

Employee ID#: _____ Location: _____

Date(s) of Absence(s): _____ Number of hours: _____

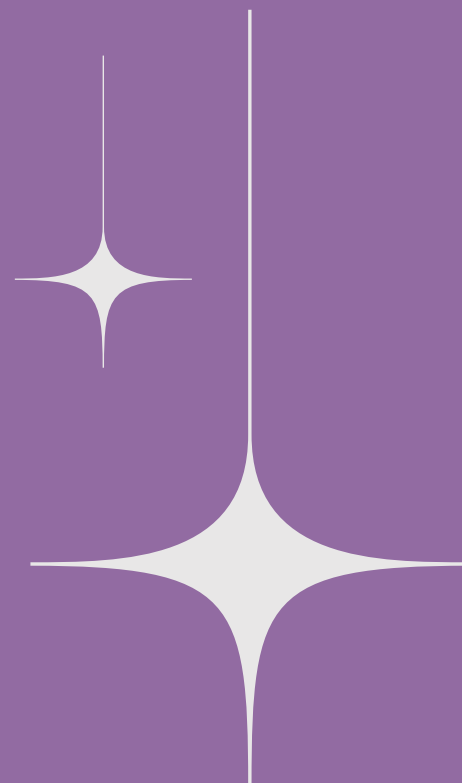
Absence Causes:

Check all that apply.

- _____ Personal illness / injury
- _____ Family illness of parent/spouse/sibling/child
- _____ Personal Necessity (Deducted from sick leave if desired)
 - _____ Death or family medical emergency
 - _____ Accident- Explain: _____
 - _____ Religious holiday - Explain: _____
 - _____ Funeral of non-immediate family member
 - _____ I.R.S tax audit
 - _____ Wedding of self or immediate family member
 - _____ Service to local/regional/state organizations
 - _____ Emergency - Explain: _____
- _____ Bereavement Leave for immediate family member - Explain: _____
- _____ Jury Duty Leave
- _____ Military Leave
- _____ Vacation
- _____ Other



See page G



ADDICTION

Alcohol Consumption



Smoking



Drug Abuse

ADDICTION

Drug Test

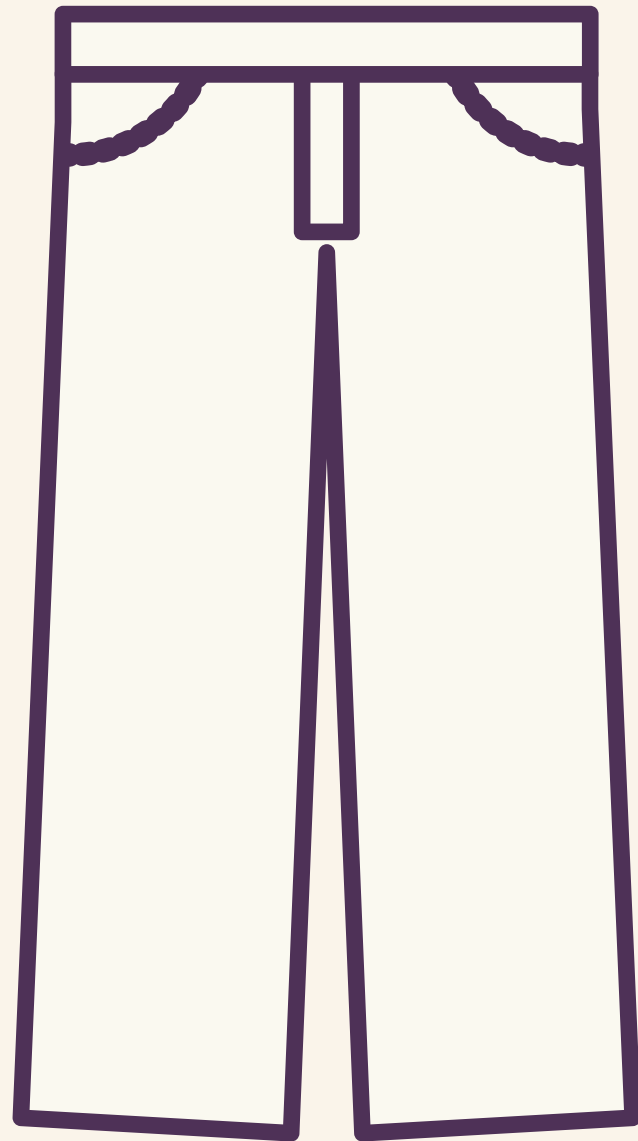
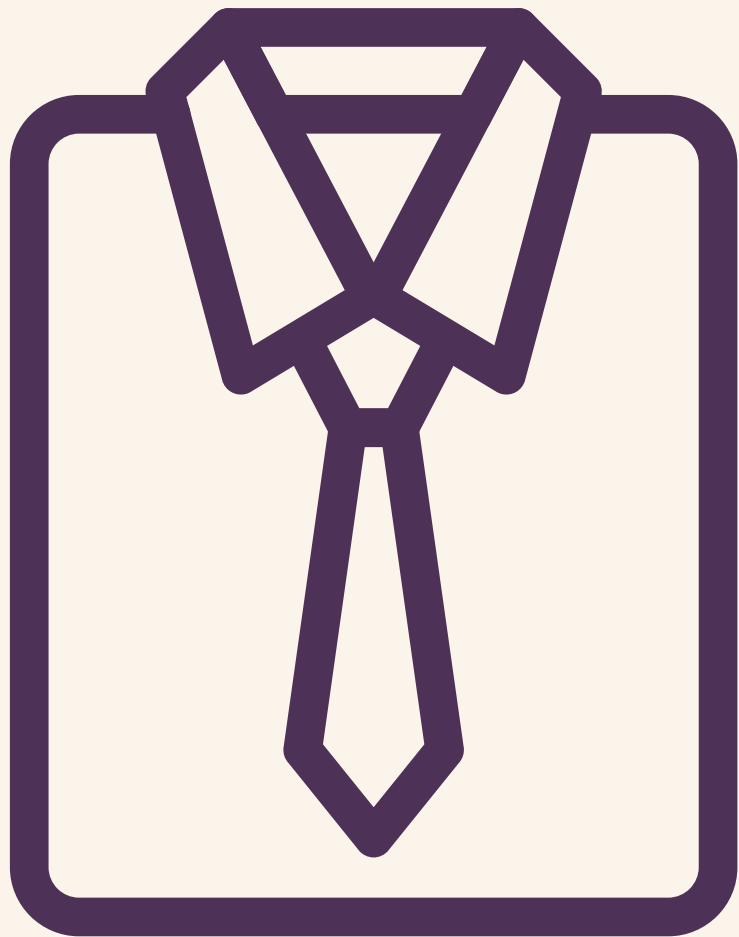


Breathalyzer





DRESS CODE





**SO WHAT HAPPENS
IF YOU COMMIT TOO
MANY VIOLATIONS?**

VIOLATIONS

Major

**Immediate
Termination**

Minor

Steps:

- (1)** a verbal warning
- (2)** a write-up (which may lead to the loss of bonuses or pay raises and inability to receive promotion) with corrective counseling
- (3)** termination

VIOLATIONS

Major

Immediate
Termination

Minor

Steps:

- (1) a verbal warning**
- (2) a write-up (which may lead to the loss of bonuses or pay raises and inability to receive promotion) with corrective counseling**
- (3) termination**



**WHAT IF YOU LEAVE
VOLUNTARILY?**

RESIGNATION

exit interview

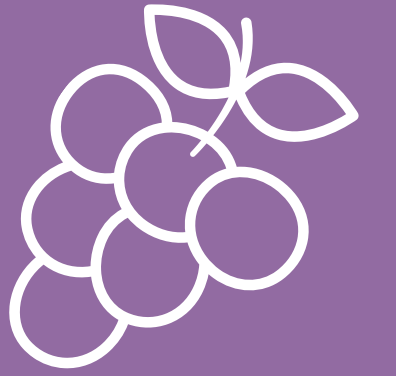
**an exit interview may
be held**





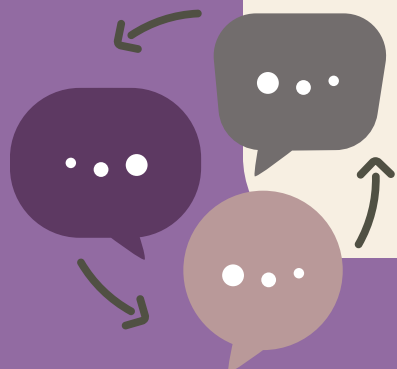
COMPANY COMMUNICATION

TEAM MEETINGS

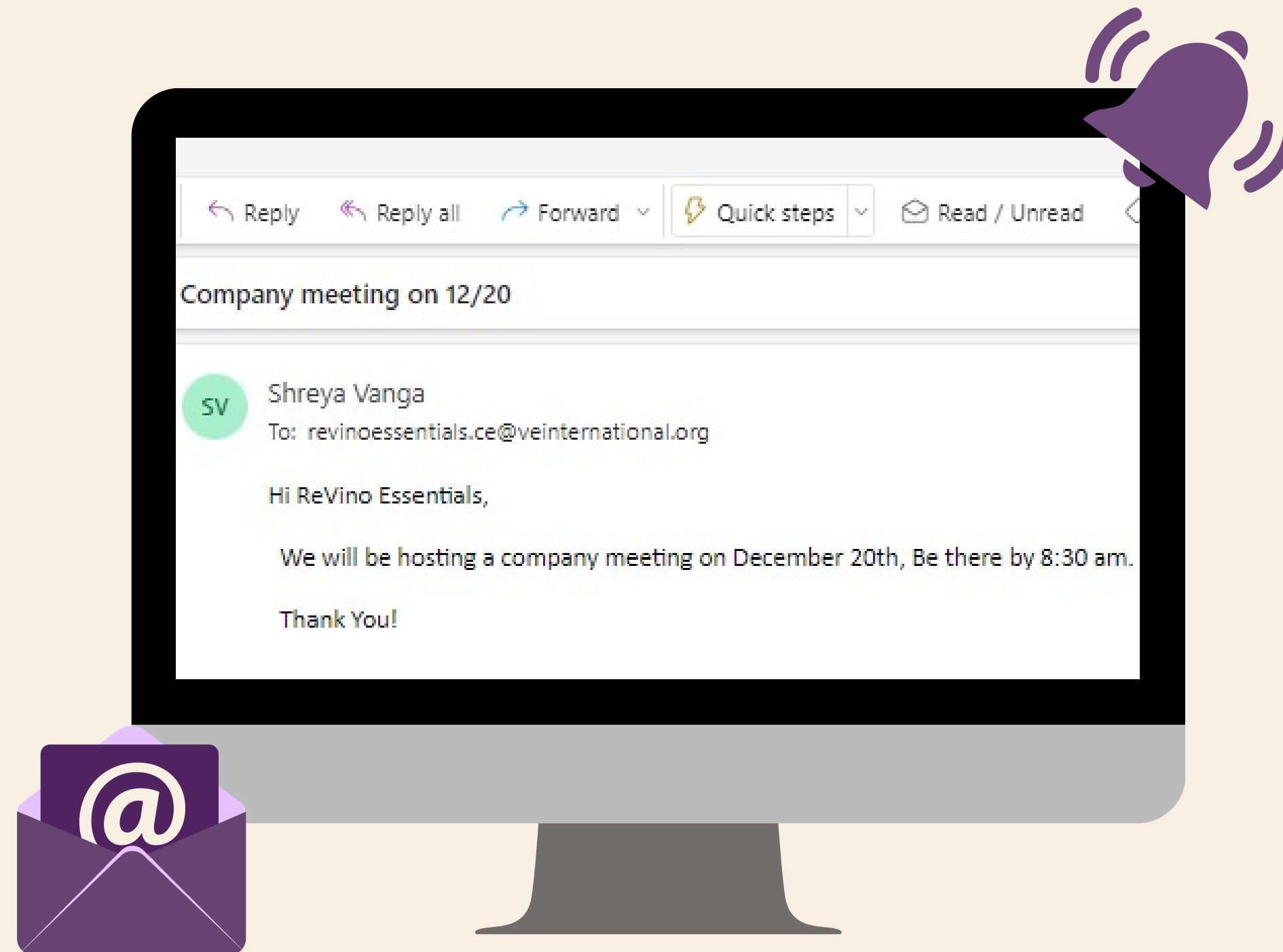


Company meetings are **2 times a month**.

Department meetings are **once a week**.



INFORMATIONAL EMAILS



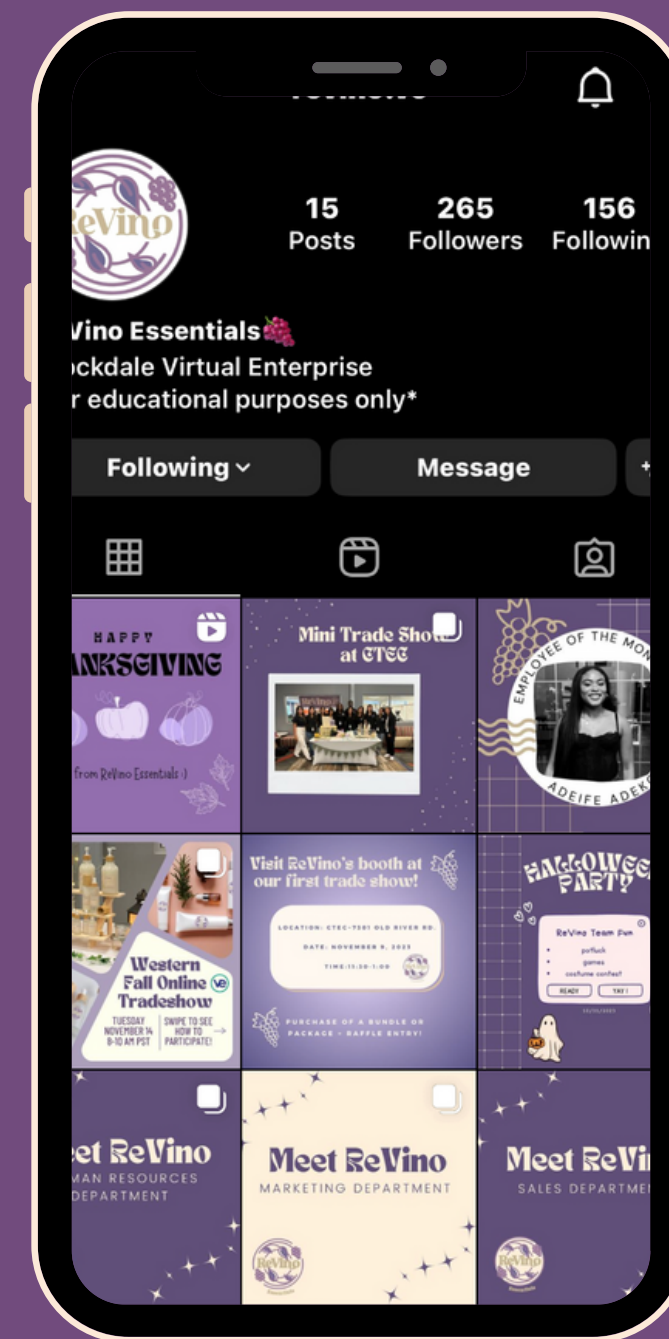
revinoessentials.ca@veinternational.org

SOCIAL MEDIA

TikTok



Instagram



MONTHLY NEWSLETTER



Employees of the Month

You can be next!

Every month, our HR department hosts an Employee of the Month where 1 or 2 members are acknowledged for their hard work during the month. We are excited to celebrate and recognize the contributions of our hardworking members!

Month	Employee Name	Position
September	Ryann Ramirez	Marketing Associate
October	Adeife Adekoba	VP of Marketing
November	Alison Chikasawa	Sales Associate
November	Shreya Vanga	VP of Sales



Evaluations & Recognition



EMPLOYEE EVALUATIONS

Explanation for Rating Symbols:

E = Excellent	Perfect, outstanding work
C = Commendable	Exceeds expectations
S = Satisfactory	Meeting the expectations
N = Not Satisfactory	Not meeting expectations

If an employee is rated not satisfactory, an explanation with feedback should be provided for each section rated as such.

A. Attendance

1. Came to work every day, prepared and ready to work
2. Did not receive excessive tardies
3. Communicated with about absences and completed an absence
4. Did not attempt to use an unreasonable explanation for an absence
5. Worked throughout the full workday and did not take excessive breaks without cause

B. Quality of Work

1. Produced satisfactory work that fulfilled all company requirements
2. Work has been of good quality with minimal changes and corrections considered complete

C. Execution and Organization

1. Has followed all safety and emergency guidelines
2. Creates a well-organized and productive work environment free of distractions and by staying on task
3. Follows all company guidelines and submits appropriate reports for absences, leaves, visitors, etc.

D. Resiliency

Employees are
evaluated every
quarter.



1. Adapted to changing circumstances such as schedule changes, goals or assignments, etc.
2. Contributes to departmental work even without direct supervision
3. Takes initiative on ideas and projects

A. Communication

1. Has communicated with executives or the HR department regarding complaints, changes, ideas, or any questions
2. Follows instructions and asks questions when needed
3. Communicated deadlines, task loads, and assignments
4. Checks emails and calls for direct lines of communication

B. Teamwork

1. Been able to complete their portion of the departmental work
2. Department has been able to run smoothly and efficiently
3. Team members can communicate and collaborate effectively
4. Any conflicts or disagreements can be resolved quickly and amicably
5. Participates in team meetings to give feedback and suggestions

C. Problem-Solving

1. Been able to come up with solutions for problems and challenges
2. Contributed to the outline of further development and improvement of workload for the next month

Additional Comments and Explanations:

Recognizing Employees



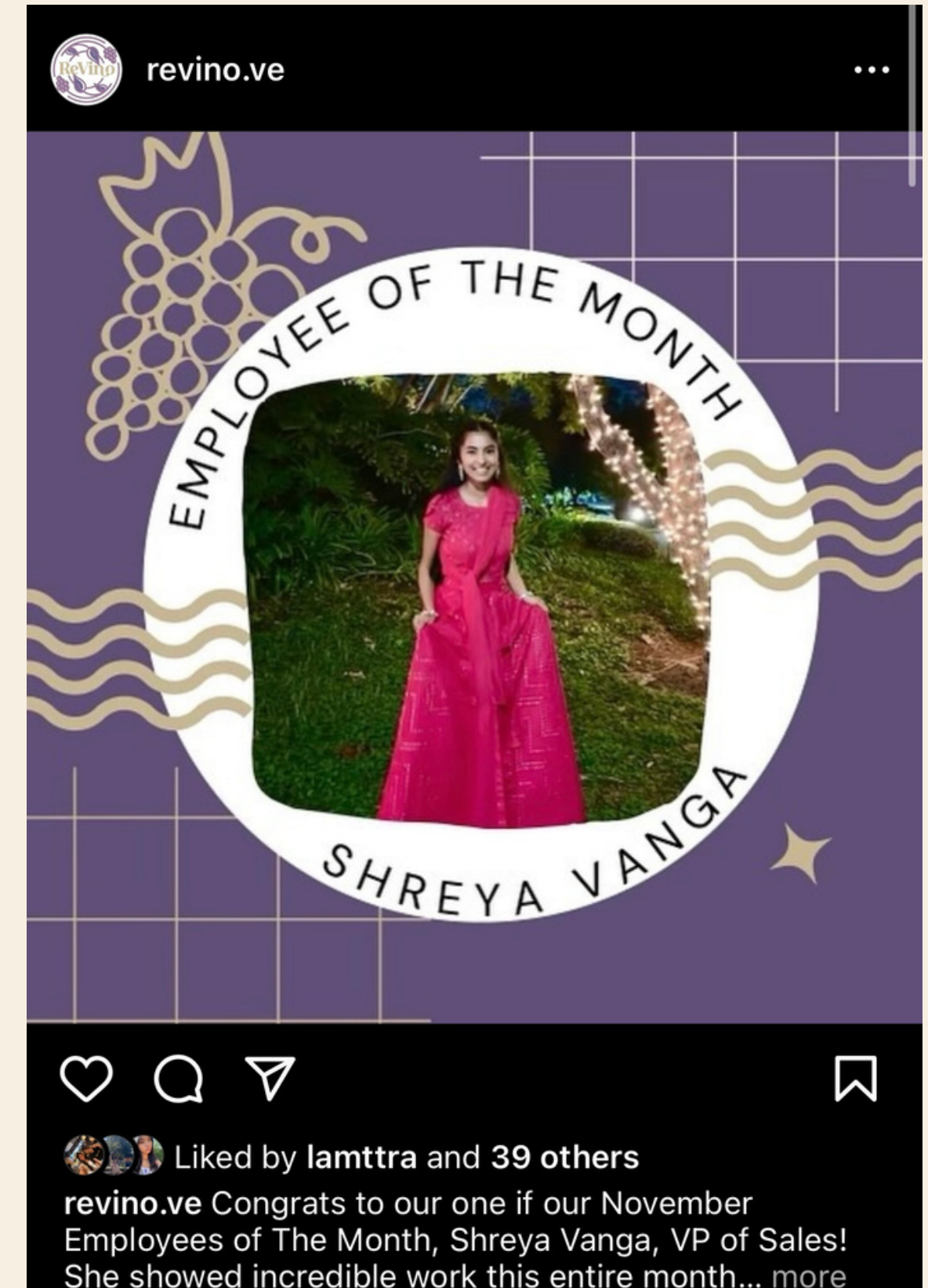
Employees of the Month

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This is a central graphic with a purple background and a white grid pattern. At the top, it says 'Employees of the Month' in a large, bold, purple font, with a hand icon pointing to the right. Below this, it says 'You can be next!' and a paragraph of text explaining the award. The graphic is divided into four white rounded rectangular boxes, each representing a month and an employee. Each box contains the month name vertically on the left, the employee's name and position in bold, and a small photo of the employee. The employees listed are Ryann Ramirez (Marketing Associate) for September, Adeife Adekoba (VP of Marketing) for October, Alison Chikasawa (Sales Associate) for November, and Shreya Vanga (VP of Sales) for November. A small Revino logo is in the bottom right corner.



EMPLOYEE OF THE MONTH



pages C&D

_____ I acknowledge that I have a copy of the employee handbook for ReVino Essentials. I am aware that the material in this employee handbook on the policies, procedures, and perks of the company impacts me personally as an employee. I also realize that I have an ongoing obligation to read it and be familiar with its contents.

_____ I am aware that the benefits, policies, procedures, and working conditions outlined in this handbook are private and confidential and may not be disclosed or shared with any individual who is not an employee of ReVino Essentials. I also acknowledge that the Employee Handbook is not a contract of employment for a certain length of time or a long-term position.

_____ As a result, I acknowledge and understand that I may leave ReVino Essentials at any time for any reason. I also understand that ReVino Essentials may terminate my employment at any time for any reason. I am also aware that the employee handbook's contents could change at any time, with or without prior warning.

Member's Signature

Date: _____



revino.ve

Grow with ReVino.