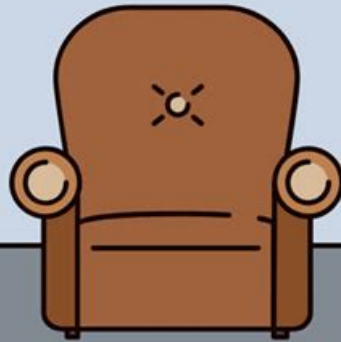
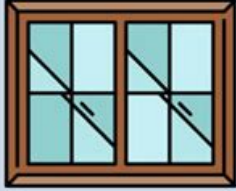


# **O Reilly Employee Handbook**

# HAVMOR | COFFEE DISTRIBUTOR

# EMPLOYEE

# HANDBOOK



Everything you  
need to know  
to get started!

Cover Page

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## COMPANY OVERVIEW: Letter from CEO Carl Miles

Havmor got started in 2012. I was working at a tech company and a line of us were pretty well coffee lovers. Some of us made coffee appreciation part of employee onboarding (formally, of course). I realized eventually that a lot of people love coffee, but in very different ways. For some people it's their fuel, for others it's a treat that they've developed a palate for, and then others use it as a process commodity and they just buy standard.

I thought, it'd be great if there was a brand that could help the average coffee lover using research quality appreciation by making it accessible and simple. And that brand shouldn't be hidden down some by the side coffee enthusiasts. I started thinking of ways this could be done. A few years later, with the help of some very smart and motivated people, Havmor came into being.

This company is very much a passion project. When it's a business, I created it to foster a culture, to get more involved with people, to be part of a community, and have a direct impact on some people's lives. I don't for sure, but Havmor is all grounded truth, much more. Now that you've joined our team, I'd like to appreciate and thank you for the contribution you're going to make. I look forward to getting to know you as well as I do the rest of my staff.

Carl Miles, CEO



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## YOUR FIRST DAY: Schedule & Onboarding

Please arrive at the Havmor office at 10:00AM on Sept. 5, 2023.



11:00AM-12:00PM

Our weekly company meeting will begin at 11:00AM daily. Try to be on time to give a good, shiny, meaningful presentation to introduce yourself to your new team. Please welcome you'll like to share. The meeting room for about an hour.



12:00PM-12:30PM

Your direct manager, Shirley Bracken (Shirley@havmor.com), will introduce you to the team. Please arrive on time and get over your onboarding checklist.



12:30PM-1:00PM

Lunch has arrived! Help yourself to some food and join us in the dining area. You'll be meeting, we can get pretty loud.



AFTER LUNCH

Continue to settle in, get up at your desk, get to know your Havmor neighbors. Your direct manager and Adam will have reviewed your onboarding checklist, and let you know how to progress through the rest of the day for the day.

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## CORPORATE SOCIAL RESPONSIBILITY

### An Ethical World

Ethically coffee beans are the standard at Havmor. The use of coffee should not be used to harm or benefit of people around the world. It should support local communities and global economies all at once.

Since that is the standard we hold ourselves to, Havmor also works closely with outside charities that are active in the communities our coffee comes from. Through the Havmor and local efforts, we work with organizations such as Fairtrade Foundation, Global Coffee Corps, and Farming for Equality.

### Getting Involved

Throughout the year we attend and host events around the world, to connect with the people who love our beans, package them and ship them overseas.

We also encourage employees to visit some of these places around the world, to connect with the people who love our beans, package them and ship them overseas.



At Havmor, you are part of a greater good serving communities around the world.

With your employee ID, visit <https://havmor.com/employee> and sign in to create an account if you haven't done so yet. Then check out the events page for all our CSR and charity events. If there is anything you'd like to attend, make a request and Havmor will get you set up with a ticket and all the necessary details.

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**O'Reilly employee handbook** serves as a vital document for both new and existing employees, encapsulating the company's values, policies, and expectations. This handbook is an essential resource that not only guides employees on their roles and responsibilities but also articulates the culture and philosophy of O'Reilly. Knowing how to navigate this handbook can significantly enhance an employee's experience and performance within the organization.

## Overview of O'Reilly's Employee Handbook

The O'Reilly employee handbook is designed to be a comprehensive guide that covers various aspects of employment within the company. It includes policies on workplace behavior, benefits, job performance, and other essential guidelines that help maintain a productive and positive work environment.

### Purpose of the Employee Handbook

1. **Clarification of Policies:** The handbook outlines the company's policies, ensuring that employees understand what is expected of them.
2. **Company Culture:** It reflects O'Reilly's values and mission, promoting a strong organizational culture.
3. **Resource for Employees:** Employees can refer to the handbook for guidance on various situations they may encounter during their employment.

## Key Sections of the O'Reilly Employee Handbook

The O'Reilly employee handbook typically includes several key sections that address important aspects of employment. Understanding these sections is crucial for navigating the workplace effectively.

### 1. Company Overview

This section provides a brief history of O'Reilly, its mission statement, and core values. It aims to instill a sense of belonging among employees and reiterates the company's commitment to excellence and innovation.

### 2. Employment Policies

This section outlines various employment-related policies, including:

- **Equal Employment Opportunity:** O'Reilly is committed to providing equal employment opportunities to all employees and applicants. This policy emphasizes the importance of diversity and inclusion within the workplace.

- Anti-Harassment and Anti-Discrimination: The handbook details O'Reilly's stance against harassment and discrimination, providing clear guidelines for reporting any incidents.
- Workplace Safety: Safety protocols and procedures are outlined to ensure a safe working environment for all employees.

### **3. Job Performance and Expectations**

Employees are expected to meet certain performance standards, and this section clarifies those expectations. Key components include:

- Performance Evaluations: The handbook describes the performance review process, including criteria for evaluations and frequency.
- Professional Development: O'Reilly encourages continuous learning and offers opportunities for career advancement, which are highlighted in this section.

### **4. Compensation and Benefits**

Understanding compensation and benefits is crucial for employees. This section covers:

- Salary Structure: Information about salary ranges, pay periods, and overtime policies.
- Benefits Offered: O'Reilly provides a variety of benefits, including health insurance, retirement plans, paid time off, and employee discounts. A detailed breakdown ensures employees are aware of what is available to them.

### **5. Workplace Conduct and Responsibilities**

This section outlines expected behaviors and responsibilities to maintain a professional work environment, including:

- Code of Conduct: Employees are expected to adhere to ethical standards and exhibit professionalism at all times.
- Attendance and Punctuality: Guidelines regarding attendance and the importance of being punctual are emphasized.

## **Additional Resources and Support**

In addition to the policies and guidelines outlined in the O'Reilly employee handbook, there are several resources available to support employees:

### **1. Human Resources (HR)**

HR serves as a key resource for employees with questions about their employment, benefits, or workplace issues. Employees are encouraged to reach out to HR for guidance and support.

## **2. Employee Assistance Program (EAP)**

O'Reilly offers an Employee Assistance Program that provides confidential support and resources for personal issues, mental health, and work-life balance.

## **3. Training and Development**

The handbook outlines various training and development programs available to employees, aimed at enhancing skills and fostering career growth.

## **Importance of Familiarizing Yourself with the Handbook**

Familiarizing oneself with the O'Reilly employee handbook is crucial for several reasons:

1. **Understanding Expectations:** Employees who are well-versed in the handbook are better equipped to meet the expectations of their role.
2. **Navigating Policies:** Knowing the policies helps employees navigate workplace situations effectively and can prevent misunderstandings.
3. **Utilizing Benefits:** Awareness of available benefits allows employees to take full advantage of the support O'Reilly offers.

## **Conclusion**

The O'Reilly employee handbook is more than just a set of rules; it is a reflection of the company's commitment to its employees and the values it upholds. By understanding and utilizing this essential resource, employees can enhance their work experience, contribute positively to the company culture, and achieve personal and professional growth.

In summary, the O'Reilly employee handbook serves as a foundational document that supports employees throughout their journey within the organization. As O'Reilly continues to grow and evolve, the handbook remains a crucial tool in fostering a positive and productive workplace environment. Employees are encouraged to refer to the handbook regularly and keep abreast of any updates to ensure they are aligned with the company's policies and expectations.



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