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fuzeO.com

**Employee Manual**

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***Welcome to fuzeO! The premier provider of the healthiest snacks for a healthy lifestyle. We look forward to your working on our team to provide the best in healthy snacking. The following information is provided for your reference concerning policies and procedures of fuzeO. Again, welcome to our team!***

**I. Vision and Mission**

fuzeO’s goal is to provide opportunities to infuse healthy choices into our user’s lifestyle in a the most efficient way possible.

**II. Company Values**

1. Respect thyself and all coworkers and customers.

2. Honor your family and coworkers.

3. Better oneself by hardwork, community, and honesty.

4. Work responsibly and with dignity.

5. Promote the healthy lifestyle by leading and living an example.

**III. Company Goal**

Below we have separated our goals by the amount of time we want to complete them in. These goals are organic and always changing as we progress and grow within this business:

**Short Term Goals:**

1. Complete and Produce both the employee manual and the business plan.

2. Create a minimum of two (2) social media platforms.

3. Begin selling and distributing our products.

**Long Term Goals:**

1. Be completely out of debt by the end of the year.

2. Become a self-sufficient business.

3. Create well rounded employees and leaders.

 **IV. Company Commitment**

Our employees are the backbone of our company’s success. Because of hardworking employees, our business has been able to thrive and become what it is today; a healthy alternative to common snacks. The process to creating this company has been a long and winding journey but we are finally accomplishing what we originally planned to do. As the CEO of this company, I personally care for the success and well-being within our team. Because of this, fuzeO’s commitment to maintaining good working conditions, ensuring nondiscrimination, and protection of our employee’s health and safety is always at the highest standard.

1. **Job Descriptions**

**Department: Administration**

**CEO, Major Functions**

The Chief Executive Officer (“CEO”) is responsible for leading the development and execution of the Company’s long term goal. The CEO’s leadership role also entails being ultimately responsible for all daily management decisions and for implementing the Company’s long and short term plans. The CEO acts as a direct link between the Board and management of the Company and communicates to the Board on behalf of management. The CEO also communicates on behalf of the Company to shareholders, employees, Government authorities, other shareholders and the public.

**Assistant to CEO, Major Functions:**

Reporting directly to the CEO, the Executive Assistant provides support in a one-on-one working relationship. The Executive Assistant serves direct link for internal and external connections on all matters pertaining to the Office of the CEO. The Executive Assistant also serves as a link to the board of directors and senior management teams; organizes and coordinates executive outreach and public relations efforts; and oversees special projects. The Assistant will exercise good judgment in a variety of situations, with strong written and verbal communication, administrative skills. The Executive Assistant will work independently on projects, and will be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**Department: Human Resources**

**Vice President of Human Resources, Major Functions:**

Manage performance of staff by establishing standards and goals that measure the quality of work put forth. Develop procedures that secures accountability, address problems with the flow of work, suggest positive resolutions, conduct performance evaluations, and recognize and reward performance. This position also entails direct staff planning and recruitment including: Identifying the units HR needs; evaluating current and long-range conditions to forecast staffing requirements; and development of selection criteria to reveal the highest qualified applicants.

**Assistant to Human Resources, Major Functions:**

Some of the task involved with guiding department is formulating policies and objectives for the entire company, establishing positive employee relationships and high levels of morale. These functions creates the foundation of the atmosphere portrayed in the work place. This essentially this would take up most of the time. Other responsibilities include specialized training in planning, compensation and preventive labor relations. Answering to the supervisor’s directions on task, etc.

**Public Relations Director, Major Function:**

Dealing with the news media when seeking publicity or responding to reporters’ questions. Involves setting up and maintaining a professional and mutually beneficial working relationship with news gathers and gatekeeper. Also communicating with employees of an organization.

**Department: Information Technology**

**Vice President of Information Technology, Major Functions:**

Design management encompasses the ongoing processes, business decisions, and strategies that enable innovation. VP essential function would be to maintain a strong reliable IT/Design/Communications team. To guide the team in creating effectively designed products, services, communications, and brands that enhance our quality of service and product and contribute to organizational success.

**Assistant to Information Technology, Major Functions:**

Provide advertising and creativity to the business while also providing the materials the business needs to succeed. Also, to assistant in guiding the strategy for all communications, website, and public relations messages and collateral to consistently articulate FuzeO as a business.

**Information Technology Communications Director, Major Functions:**

Create company logos, letterheads, memorandums. Also to design a template for a business plan, promotional materials, and a company website. Also complete tasks delegated by your supervisor.

 **Department Finance:**

**Vice President of Finance, Major Functions:**

Manage the accounting, human resources, legal tax, and treasury departments. Supervise the acquisition due diligence and negotiate acquisitions. Monitor all open legal issue involving the company, and those that might affect its flow. Oversee financial information, approve all Form 8-k, 10-k, and 10-Q filings with the Securities and Exchange Commission.

**Assistant to Finance Vice President, Major Functions:**

Relay info of the departments flow to the VP, and issues that may disrupt this flow. Advise the finance team on issues, trends, and change in the financial operations.

**Payroll supervisor, Major Functions:**

Meet payroll operational standards by contributing information to strategic plans and review: implementing production, productivity, quality, and customer-service standards; resolving problems; identifying system improvements. Provide annual budget information; monitor expenditures, etc.

**Sales Director, Major Functions:**

Build and maintain strong, long-standing customer relationship. Develop and execute strategic plan to achieve sales targets and to expand the company’s customer base.

 **Billing Director, Major Functions:**

Oversee billing and collections processes; month-end closing of billing group information; plan and implement quality assurance for all processes. Coordinate and Resolve any tax issues.

**Department Marketing:**

**Vice President of Marketing, Major Functions:**

Guide the department on constantly increasing sales. Develop production, sales support, and market research: Marketing mix, Customer Relationship management, management agencies, and successes.

**Assistant to VP of Marketing, Major Functions:**

Help supervisor in the product marketing plan, and increase sales. Obtain background knowledge to understand certain information on the target market effectively. Help to understand the Marketing Mix, Customer relationships, and management agencies.

**Product Development, Major Functions:**

Make sure that the product is efficiently ready to be distributed properly and correctly throughout the market. Develop a product that effectively appeal to the target market, through research, etc.

**Promotional specialist, Major Functions:**

Promote the product efficiently as possible, and create innovative ways to market your product. Get product out to the business world efficiently and uniquely.

**Department Sale:**

**Vice President of Sales, Major Functions:**

Manage sales team, operations and resources to deliver profitable growth, develop annual sales plans in support of organization strategy. Manage customer expectations and contribute to a high level of customer satisfaction. Achieve and surpass company sales goals.

**Sales Director, Major Functions:**

Determine annual unit and gross-profit plans by using marketing strategies; analyzing trends and results. Maintain sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, competitors, etc. Also, to complete task delegated by your supervisor.

**VI. Employee Benefits**

Maximum of 8.5 paid vacation days per year. (Not including jury duty, and Family emergencies)

You will be provided with Health, Vision, and Dental insurance while employed with FuzeO

FuzeO entitles employees to have 12 weeks of job-protected, unpaid leave during any 12-month period for any of the following reasons as provided for in the Family and Medical Leave Act of 1993 (FMLA).

**1**. Care of an immediate family member (spouse, child, and parent) who has a serious health condition

**2**. Care of the employee's own serious health condition

**3**. Birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee

**VII. Company policies**

As a FuzeO employee you are expected to arrive to our office on time. Arriving late will result in receiving a poor weekly evaluation log.

Dress code is crucial to your position here at FuzeO. You are required to dress professionally every Wednesday. Failure to comply with PROFESSIONAL dress will result in penalties on your weekly evaluation and eventually termination or demotion.

Weekly Evaluation logs are filed by your supervisor. These logs are crucial to determining your grade. The log includes Dress, Tardiness, overall participation and Job Performance.

**VIII. Diversity Policy**

FuzeO embraces and encourages our employees’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

**IX. Discrimination Policy**

FuzeO is an “equal opportunity employer”. FuzeO will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisement, compensation, termination, promotions, and other conditions of employment against any employee, or job applicant on the bases of race, color, national origin, or sex.

**X. Sexual Harassment Policy**

FuzeO employees are responsible for ensuring that the workplace is free from sexual harassment. Because of FuzeO’s strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment.

**XI. Safety Procedures**

Code Red: Shut down computers, go in closet, remain quiet, and turn off phones.

Fire Drill: Shut down computers, go outside calmly and orderly.
Employee medical emergencies/issues should be reported to the department head.

**XII. Company Etiquette “BIG 11”**

1. **Always say “Please” and “Thank you.”**

This should go without saying, but even in a very casual professional atmosphere, this basic form of courtesy is still imperative. Today, sending a thank you e-mail is perfectly acceptable, but a handwritten thank you note is always a nice touch.

1. **Don’t interrupt.**

We’ve become a nation of “over-talkers,” so eager to offer our own opinions or press our point that we often interrupt others mid-sentence. It’s rude and shows disrespect for the opinions of others. Remember, be assertive, not aggressive.

1. **Watch your language.**

Verbal and written communications are often much less formal than in times past, but be careful to choose your words wisely. Of course, derogatory, rude or offensive language is unacceptable, but so is slang. While it may be commonplace in our society, it’s never acceptable in a *professional* atmosphere.

1. **Double check before you hit send.**

While we’re on the subject of communication, always check your e-mails for spelling and grammar errors. Since the advent of spell check, there is no excuse for typos. Also, do a quick read to make sure the meaning and tone are what you wish to convey. And no smileys, please.

1. **Don’t walk into someone’s office unannounced.**

It’s disrespectful to assume that you have the right to interrupt other people’s work. Knock on the door or say hello if it’s open and ask if it’s a good time to talk. If the discussion is going to take more than a few minutes, it’s a good idea to call or e-mail and schedule a good time for both of you.

1. **Don’t eavesdrop.**

Everyone is entitled to private conversations, in person or over the phone. The same goes for e-mail; don’t stand over someone’s shoulder and read their e-mails.

1. **Acknowledge others.**

When someone approaches you, acknowledge him or her. If you’re in the middle of something important, it’s fine to ask them to wait a minute while you finish. If you pass someone in the hallway or on the street, but don’t have time to talk, at least wave a hand and say hello. Busyness is not an excuse to ignore people.

1. **Avoid the “Big Two.”**

We have blurred many of the personal and professional lines, but politics and religion are still off-limits. These topics are highly charged minefields for a professional atmosphere. Leave them at the office door.

1. **Be on time.**

We’re all busy. Being punctual shows others that you value their time. Being late doesn’t mean that you’re busier than other people; it just means that you’re inconsiderate.

1. **No phone during meetings.**

When you’re in a meeting, focus on the meeting discussion. Don’t take calls, text or check e-mail. It’s disrespectful to the other attendees, not to mention, extremely annoying. It also makes meetings last longer because the participants keep losing focus.

1. **Show genuine interest.**

Keep eye contact and make an effort to truly listen to what others are saying. We are so easily distracted in this climate of increasingly short attention spans; we often can’t wait for the other person to hurry up and finish so we can move on to the next thing. Resist the lure of distraction and haste. Take the time to ask questions and show an interest in the other person’s thoughts.

**XIII. Internet Usage Policy**

**Internet Policy**

Internet Policy should always be used for job related activities. Employees should always ensure that the business information contained in Internet email messages and other transmission are accurate, appropriate, ethical, and lawful. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to an employee or another person. Examples of unacceptable content may include, but are not limited to, sexual comments of images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone based on race, age, sex, religious or political, national origin, disability, sexual orientation, or any other characteristic protected by law. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited.

Abuse of the internet access provided by FuzeO in violation of the law or the Company’s policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

**Email Usage Policy**

Email is a communication tool of FuzeO Inc. Employees are obligated to use this communication tool in a responsible and professional manner. This implies that email will be utilized in effective and lawful ways. Although the tendency by many people is to communicate in very informal ways via email, employees should be aware that the same guidelines apply to email commutations as to any form of professional business communications. Be aware that: the email sender would be held liable for emails that contains offensive messages, confidential information, copyright infringement, and attachments that contains viruses.

**XIV. Employer and Employee Confidentiality Agreement**

All employees read and sign the Confidentiality Agreement. (sample on next page.

**Employee and Employer Confidentially Agreement**

Being employed at FuzeO means, I will have access/knowledge to personal and financial information within the company. I hereby agree to the following rules for FuzeO protection and access to confidential information:

I FURTHER AGREE THAT:

 I will only access information that is needed to perform my job

 I will protect and maintain financial and personal employee information

 I will keep data and passwords secret unless otherwise directed

 In order to access information I will log on/out on the login sheet and make sure to inform Human Resources

 I will not be careless with FuzeO information

 I will be held responsible if information becomes leaked and will suffer a consequence

 I am responsible for my own passwords

By signing this, I agree to the rules above.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**XV. Employment Eligibility**

Eligibility for employment at our company is available to everyone. FuzeO does not deny anyone of employment based on race, ethnicity, culture, religion, and sex.

**XVI. Severe Weather and Emergency Closings**

When severe weather occurs our company will let their employees if they are required to go to work or not. Emergency closings will occur based on what happens and it will up to the CEO.

**XVII. Employee Policies**

**Telecommuting**

The following guidelines have been established for using the internet, company provided cellphones, and email in an appropriate, ethical, and professional manner:

1. Internet, company-provided equipment and services may not be used for transmitting, retrieving or storing communications of a discriminatory, harassing or pornographic nature.

2. Using disparaging, abusive, profane, or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon FuzeO. Engaging in any illegal activities, including piracy, blackmail, copy infringement, and unauthorized, access of any computers and company provided equipment such as cell phones and laptops.

3. FuzeO employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.

4. Internal and external emails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the company.

**Social Media**

1. Employees may not post financial, confidential, sensitive, or proprietary information about the company, clients, employees, or applicants.
2. FuzeO may monitor content on the internet. Policy violations may result in discipline up to and including termination of employment.

**Smoke Free**

FuzeO prohibits smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the act “act of lighting, smoking or carrying a lighted or smoldering cigarette”.

Employees who violate the smoking policy will be subject to disciplinary action and including immediate discharge.

**Drugs and Alcohol**

FuzeO has a longstanding commitment to provide a safe and productive environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For those reasons, FuzeO is committed to the elimination of drug and or alcohol use and abuse in the work place. Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sourcesof help for drug/alcohol problems is available from the Human Resource department. Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medication. Employees must, however consult with their doctors about the medications effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor.

**Disability Insurance**

 FuzeO offers eligible employees a noncontributory long-term disability base plan. This non-contributory base plan provides for monthly LTD benefits of 50% of basic monthly earnings to a maximum benefit of $1000 per month, less any other offsets.

IF any reason you are terminated, then FuzeO will provide a continuation of your health insurance for a certain period of time.

**Equal Opportunity Policy**

FuzeO is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to create these principles and mandates. FuzeO prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. FuzeO conforms to the letter of all applicable laws and regulations.

**Dissemination and Implementation of Policy**

Directors, managers and supervisors of FuzeO are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

**Procedures**

FuzeO administers our EEO policy fairly and consistently by:

Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.

Advertising for job openings with the statement “An Equal Opportunity Employer—M/F/D/V”, with the appropriate state agencies.

Forbidding punishments against any individual who files a charge of discrimination, commits an act believed to be unlawful discrimination, harassment in our EEO policy. Requires employees to report to a member of management, an HR representative or the general counsel any apparent discrimination or harassment. The report should be made within 48 hours of the incident.

**Harassment**

Harassment is a form of unlawful discrimination and violates FuzeO policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature.

FuzeO encourages employees to report all incidents of harassment to a member of management or the HR department. FuzeO conducts harassment prevention training for all employees, and maintains and enforces harassment prevention, complaint procedures and penalties for violations. FuzeO investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. FuzeO will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

 **Vacation**

All full–time employees shall earn vacation entitlement form their first day of service on the following basis (at 2% per week):

|  |  |  |  |
| --- | --- | --- | --- |
| Completed years of service | 1-2 years | 3-9 years | 10 years and greater |
| Weeks’ vacation | 2 weeks | 3 weeks | 4 weeks |

In the first calendar year of employment 1 day per month to a limit of 10 Vacation shall be scheduled in the calendar year in which it is earned. In the calendar year in which employees reach their third or tenth anniversary date, they will qualify for their extra week of vacation. Employees may take this extra week of vacation at any point in the calendar year. However, if this extra week of vacation is taken prior to their anniversary date of employment and they leave the employment of FuzeO before this date for any reason, the outstanding balance will be deducted from their final pay. In the first calendar year of employment, any vacation entitlement can only be taken after the completion of the three – month probationary period. Employees are to schedule their vacation, for the review and approval of their immediate supervisor by no later than March 31. While trying to accommodate all requests for the vacation period selected, Management reserves the right, based on business activities, to limit the number of employees taking vacation at the same time. The decision about which employees will receive approval of their vacation selection will be determined by length of service. Vacation selection forwarded after March 31 will be granted on a first come, first serve basis. No employee will be allowed to take more than two weeks of vacation at any given time. The full vacation entitlement must be taken each calendar year and it cannot be carried over into the next calendar year. Exceptional circumstances preventing the full vacation entitlement being taken should be discussed with your immediate supervisor and must be reviewed and approved by the Board of Directors. Vacation entitlement will be paid out only when you leave the employ of FuzeO.

**Jury Duty**

Any regular full-time or regular part-time employee who is required to perform jury duty on a regular working day will be released to serve. The employee will be reimbursed by FuzeO for the difference between the pay received for jury duty and the employee’s regular salary for the same period of time. The employee will be required to furnish proof of jury duty service and Jury Pay received. Any regular full-time or regular part-time employee who is required to act as a witness in a non-work related legal proceeding will be required to use vacation leave or leave without pay to attend court. If you receive a proposed juror questionnaire or are called as a witness in a legal proceeding, please notify your supervisor as soon as possible. If you are called as a juror during a particularly busy time, we may ask you to request the court to postpone your jury duty to a more convenient time. Please keep your supervisor informed of your jury duty or witness status. On days when you serve less than a full day at court, contact your manager to determine whether or not you should return to work. When you return from serving as a juror or witness, you may be required to furnish your supervisor with appropriate documentation. Employees will continue to accumulate sick and vacation leave while on jury duty leave.

 **Leaves of absence without pay**

 A leave of absence may be approved after one year’s continuous service at a rate in relation to years of continuous service in one job description, up to 3 months of absence per year of service. Any such leave requires the approval of the department manager and the CEO at least six months in advance.

Statutory holidays will not be paid if they fall within a period of leave of absence.

Health care and Life Insurance benefits may be continued during a leave of absence at the employee’s sole expense.

Vacation and sick leave benefits are suspended during a leave of absence. The employee shall be returned at the same salary rate and in the same or comparable employment status as upon leaving.

 **Discretionary Bonus Policy**

At times the business pays a discretionary bonus to employees based on the business's performance. At the end of each month/quarter/year, the business considers whether to pay a bonus. The amount will be determined by the success of the business in achieving its earning goals, as well as by the individual contribution of each employee to business goals, as determined by business management. It is not intended to make up for or add to an employee's regular hourly wage or compensation for meeting the minimum standards of the job position. It is at the sole and total discretion of management whether there is any bonus, the amount, timing, and whether individual employees are rewarded. It should not be assumed that past payments have established a pattern for future payments. There is no guarantee of any bonus.

**Eligibility for Bonus**

Only full-time, regular employees who have satisfactorily completed the 90 day introductory period are eligible to receive a bonus. Individuals on a leave of absence may receive a divided portion of the bonus, at the sole discretion of the business. Employees who terminate their employment before the end of the bonus period are not eligible for any portion of the Incentive for that period. Loss of bonus can be part of a termination or disciplinary decision.