Welcome

Welcome to Coffee & Crema!

Dear Employee:

You and Coffee & Crema have made an important decision: The Company has decided you can contribute to our success, and you've decided that Coffee & Crema is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a profitable relationship. The minute you start working here, you become an integral part of Coffee & Crema and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

As you will quickly discover, our success is based on delivering high quality products and providing unsurpassed customer service. How do we do it? By working very hard, thinking about our customers' needs, and doing whatever it takes. We do it by treating each other and customers with respect. We do it by acting as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or manager.

Again, welcome!
Introduction & Description of Company

Coffee & Crema is a coffee shop devoted to preparing some of the best coffee in the world. We strive to bring the absolute highest quality product and service to our customer for a fair price. Every barista should be proud to work at Coffee & Crema. They should also be friendly and knowledgeable about the types of drinks we can make. Every barista will also learn the art of cupping and tasting coffee so that they can describe with reasonable accuracy the coffees they serve. They will also learn the basics of roasting and levels of roast and how they affect the flavors of a coffee. Baristas are encouraged to learn about every aspect of their job, including blending coffees, the history of coffee, scientific facts about coffee and even barista competitions. They must absolutely learn how to make drinks properly. This includes adjusting the espresso grinder, tamping, pulling a shot and frothing milk. Anyone who cannot or will not do these things cannot be a barista.

In the world of espresso crema is an indicator of excellence, of something done right and it is the same sort of excellence we strive to bring our customer with everything we do. Excellence, as it relates to coffee, needs to include ethical and moral issues in addition to preparatory and service issues. No drink can be “excellent” if it cheats anyone down the line from the customer to the farmer. For that reason we try to use only natural ingredients in all of our drinks and deal with vendors that are careful about where they source their product. This includes things such as flavored syrups and chai and tea and other consumables but most importantly coffee. Coffee & Crema makes every effort to assure that every coffee it sells comes from a farm where the workers earn a living wage and are treated fairly. Our resources in that regard are fairly limited but because true “Crema” demands it, we do our best to make sure everything “from seed to cup” is how it should be.

Confidentiality Agreement

Information that pertains to Coffee & Crema's business, including all nonpublic information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by Coffee & Crema.

Please help protect confidential information - which may include, for example, trade secrets, customer lists and company financial information - by taking the following precautionary measures:

1. Discuss work matters only with other Coffee & Crema employees who have a specific business reason to know or have access to such information.
2. Do not discuss work matters in public places.
3. Monitor and supervise visitors to Coffee & Crema to insure that they do not
have access to company information.

4. Destroy hard copies of documents containing confidential information that is not filed or archived.

5. Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a Coffee & Crema officer.

**Conflict of Interest**

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of Coffee & Crema. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

1. Having a financial interest in any business transaction with Coffee & Crema.
2. Owning or having a significant financial interest in, or other relationship with, a Coffee & Crema competitor, customer or supplier.
3. Accepting gifts, entertainment or other benefit of more than a nominal value from a Coffee & Crema competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance to Coffee & Crema.

**Anti Discrimination & Harassment**

**Americans with Disabilities Act**

It is Coffee & Crema's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Coffee & Crema is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. Coffee & Crema recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

**Equal Opportunity Policy**
Coffee & Crema provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Policy Prohibiting Harassment and Discrimination
Coffee & Crema strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior
Coffee & Crema does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person’s work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when:

1. It is made an explicit or implicit condition of employment.
2. It is used as the basis for employment decisions.
3. It unreasonably interferes with an individual's work performance.
4. It creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

1. Repeated sexual flirtations, advances or propositions.
2. Continued and repeated verbal abuse of a sexual nature.
3. Sexually related comments and joking, graphic.
4. Degrading comments about an employee’s appearance.
5. Displaying sexually suggestive objects or pictures.
6. Including cartoons and vulgar email messages.
7. Any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another’s body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of gender or sexual orientation.

**Harassment by Nonemployees**
Coffee & Crema will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including customers, clients and suppliers.

**Complaint Procedure and Investigation**
Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to Shannon Hudgens. If that person is not available, or you believe it would be inappropriate to contact that person, contact Younghwa Hudgens or another manager.

Coffee & Crema will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time employees have an obligation to cooperate Coffee & Crema in enforcing this policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise Shannon Hudgens or any other appropriate member of management.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

**Retaliation**
Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

**Training**
Coffee & Crema will establish proper training for all employees concerning their rights to be free from sexual harassment and other discrimination and steps they can take to stop it.
Employment at Will

Unless expressly proscribed by statute or contract, your employment is “at will.” All Coffee & Crema employees are at will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at will must be set out in writing and signed by Coffee & Crema's HR manager.

Compensation & Work Schedule

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused.

For days requested off at least two weeks notification must be given or arrangements must be made with another employee to fill in the time missed. Shannon Hudgens must be notified of any schedule changes.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

Bonus Compensation

You may become eligible for a periodic bonus. This bonus is optional at the discretion of management and depends upon our profitability and individual performance and contribution.

General Pay Information

Certain deductions will be made in accordance with federal and state laws.

In addition, the Company makes available certain voluntary deductions as part of the Company’s benefits program. If an employee elects supplemental coverage under one of the Company's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the Company.

Outside Employment
Because of Coffee & Crema's obligations to its customers, the Company must be aware of any concurrent employment you may have to determine whether or not it presents a potential conflict.

Serving on any public or government board or commission qualifies as employment for purposes of this policy, regardless of whether such service is compensated.

Before beginning or continuing outside employment, employees are required to complete a questionnaire detailing the involvement with the other employer and to obtain the written approval of their managers and . Failing to obtain prior approval as described may be cause for disciplinary action, up to and including termination. Employees who are on leave of absence, including FMLA leave or Workers' Compensation leave are prohibited from having outside employment during their leave.

**Overtime**

*General*

Because of the nature of work, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at one and one-half times their straight time rate for all hours worked in excess of 40 hours per week.

If you are nonexempt, you must receive authorization from your manager before working overtime. And after you have worked overtime, you must enter it on a timesheet by the day after it is accrued.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. And time off on holidays, sick leave, vacation leave, personal leave, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.

**Pay Schedule**

Employees will be paid every other week. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

The pay week starts at the beginning of your shift on Monday and includes all work you perform up to the close of business on Sunday.

A few additional facts about pay:

1. You can receive vacation pay in advance if you are taking five consecutive days,
and that check will be distributed on the last payday preceding vacation. To be paid in advance you must notify your supervisor one week before your vacation begins so that a check can be prepared.

2. If a paycheck is lost or stolen, notify Shannon Hudgens immediately.

**Performance Evaluations**

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted every three to four months.

**Performance Reviews and Salary Increases**

Wage reviews are conducted every three to four months for each employee, and salary increases are based on those reviews, as well as our profitability. However, an employee receiving a performance appraisal will not necessarily receive a salary increase.

**Time Records**

All non-exempt employees must keep accurate time records by completing timesheets or punching a time clock when entering or leaving the building, including coming and going during lunch periods. Tampering with, falsifying or altering time cards or punching another employee's time card will result in disciplinary action, up to and including discharge. Failing to record work time may also result in disciplinary action.

For payroll purposes, time is rounded to the nearest 15 minutes.

**Conduct Standards**

**Company Equipment and Vehicles**

When using Coffee & Crema property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may
be disciplined or even discharged. In addition, you may be held financially responsible for any loss to Coffee & Crema because of such mistreatment.

**Company Property**

Please keep your work area neat and clean and use normal care in handling company property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made.

You may not use any company property for personal purposes or remove any company property from the premises without prior written permission from Shannon Hudgens.

**Conduct Standards & Discipline**

Coffee & Crema expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with company personnel and outside business contacts.

The Company reserves the right to discipline or discharge any employee for violating any company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that Coffee & Crema retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- Unsatisfactory quality or quantity of work.
- Repeated unexcused absences or lateness.
- Failing to follow instructions or Company procedures.
- Failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- Falsifying an employment application or any other company records or documents.
- Failing to record working time accurately or recording a co-worker’s timesheet.
- Insubordination or other refusal to perform.
- Using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination.
- Disorderly conduct, fighting or other acts of violence.
- Misusing, destroying or stealing company property or another person’s property.
- Possessing, entering with or using weapons on company property.
- Possessing, selling, using or reporting to work with alcohol, controlled substances
or illegal drugs present in the employee's system, on company property or on company time.

• Violating conflict of interest rules.
• Disclosing or using confidential or proprietary information without authorization.
• Violating the Company’s computer or software use policies.
• Being convicted of a crime that indicates unfitness for a job or presents a threat to the Company or its employees in any way.

**Dating In the Work Place**

Supervisors and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the Company, contact Shannon Hudgens for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify Shannon Hudgens immediately. No customer or employee of this company has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, Coffee & Crema’s policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

**Dress Policy**

Appropriate attire is required. Suppliers and customers visit our coffee shop and we wish to put forth an image that will make us all proud to be Coffee & Crema employees. Be guided by common sense and good taste. Specific standards may be required.

**Drug and Alcohol Policy**

Coffee & Crema strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers' and customers' confidence in our company.

**Alcohol**

Employees are prohibited from using or being under the influence of alcohol while performing company business for Coffee & Crema, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a
Illegal Drugs
Coffee & Crema employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Coffee & Crema facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action
Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches
Coffee & Crema may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Coffee & Crema property that is provided for employees' personal use, such as desks, lockers, and files.

An employee’s consent to a search is required as a condition of employment and the employee’s refusal to consent may result in disciplinary action, including termination.

Drug Testing
Coffee & Crema may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Ethical and Legal Business Practices
Coffee & Crema expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others’ perceptions and interpretations.
If you have any questions about this policy, consult your supervisor or manager. Exceptions to this policy may be made only by Shannon Hudgens.

You are expected to promptly disclose to the management of the company anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

Complying With Laws and Regulations
All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Giving and Receiving Gifts
You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If you do receive a gift or other benefit of more than nominal value, report it promptly to a member of management. It will be returned or donated to a suitable charity.

Employee Privacy and Other Confidential Information
Coffee & Crema collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the company only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports
Coffee & Crema's financial statements and all books and records on which they are based must accurately reflect the Company's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.
Account and Customer Information
Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer.

Compliance
Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Grievances
Employees are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware to your manager or, if the situation warrants, to any Coffee & Crema officer.

Progressive Discipline
Coffee & Crema retains the discretion to discipline its employees. Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Please note that Coffee & Crema reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

Smoking Policy

General
Smoking is prohibited inside Coffee & Crema facilities.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

Should you have a question, complaint or dispute about smoking in the workplace, contact management.

Zero Tolerance for Workplace Violence
Coffee & Crema has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Employees are not permitted to bring weapons of any kind onto company premises or to
company functions. Any employee who is suspected of possessing a weapon will be subject to a search at the company's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

General Employment

Employee Classifications
Employees at Coffee & Crema are either full-time or part-time. The Company may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees work fewer than 32 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health insurance.

All other employees are full-time.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Introductory (Probationary) Period
The first 90 days of employment are an Introductory Period for both the employee and the Company. However, during and after this period, the work relationship will remain at will.

This time period allows you to determine if you have made the right employment decision and for Coffee & Crema to determine whether your initial work performance meets our needs. Your manager will monitor your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Benefits such as time off for vacation, personal days, sick days or bereavement leave do not accrue during this period.

The Introductory Period may be extended at management's discretion.
Safety & Emergency

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

Safety

Coffee & Crema is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager.

If you or another employee is injured, contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed. Contact information is posted on the corkboard next to the telephone.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from .

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from Shannon Hudgens.

Emergency Measures (Inclement Weather)

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the
conditions, inform your supervisor as soon as possible. Your absence will be charged to personal or vacation time.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call your place of work. If there is no answer within one hour after the normal start time, assume the office is closed.

Corporate Communications & Technology

Use of Company Communication Systems
Because Coffee & Crema reserves the right to access any personal communication without prior notice, employees should not use company systems to transmit any messages or to access any information that they would not want a third party to hear or see. Although incidental and occasional personal use of the company's systems is permitted, any such personal use will be treated the same as all other communications under this policy. However, employees are at all times prohibited from accessing or downloading information from the Internet for personal use.

Telephone Usage
The telephone system (including voicemail) at Coffee & Crema is the property of the company and is provided for business purposes. Coffee & Crema may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the company's telephone system to be private.

Personal Mail
All mail delivered to the company is presumed to be related to company business. Mail sent to you at the company will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

Employee Benefits

Worker's Compensation
Coffee & Crema provides insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Company. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.
Acknowledgement of receipt and understanding

I acknowledge that I have received the Coffee & Crema Employee Handbook and that I have read and understand the policies.

I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. Coffee & Crema retains the right to change these policies and benefits, as it deems advisable.

Unless expressly proscribed by statute or contract, my employment is "at will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right. I further understand that my status as an "at will" employee may not be changed except in writing and signed by the President of the Company.

I understand that the information I come into contact with during my employment is proprietary to the Company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Company. I understand that I must comply with all of the provisions of the Handbook to have access to and use Company resources. I also understand that if I do not comply with all provisions of the Handbook, my access to Company resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Company’s safety, health, and emergency procedures as outlined in this Handbook or in other documents.

___________________________________
Signature

___________________________________
Date

___________________________________
Please Print Your Name