

Employee Handbook  
Candles by Madison  
A Guide For Our Employees

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## **Introduction**

Welcome to Candles by Madison. We strive to make every home feel warm and inviting with every product we sell, and we in turn hope to make our employees feel the warmth of our establishment. This handbook gives you insight as to what you can expect from us, and what we can expect from our employees. Within this Handbook we will be establishing policies we will uphold as well as we want our employees to uphold.

## **At-will Employment**

Unless otherwise written, all employees at Candles by Madison are employed “at-will.” This means that employees are free to leave Candles by Madison with or without reason. This also means that employees can be terminated with or without reason as well.

## **General Employment Policies and Practices**

### **Orientation and Training**

Training for a new job is a vitally important in order to be effective and efficient. Orientation will consist of being shown around all Candles by Madison facilities to insure you understand all steps in the process of Candles by Madison. Training will include your daily job tasks you will be doing. Cross training, however, will occur during employment as that is an important asset to have for the business.

### **Hours of Work and Overtime**

Full time employee's are considered to work 30 hours or more during a work week, and part-time is considered to work 29.99 hours or less. Because the candle season can be busy during September through December, this means you also may be considered a seasonal-employee whose contract will end after December. Overtime will be given to those working 40+ hours a week being paid time and a half for those additional hours.

### **Compensation and Benefits**

We hold ourselves to the Equal Pay Act of 1963 as well as all other legislation acts. This means that men and woman doing equal work will receive equal pay. Candles by Madison strives to pay workers what they are worth. Candles by Madison pays bi-weekly by paper check or direct deposit to all employees. Compensation raises will be discussed during quarterly performance reviews.

Benefits may include holiday bonuses for all employees. For all employees who earn at least \$5,000 per year a Simple IRA is available, and Candles by Madison will match 2% of your wages on a quarterly basis. For full-time employees optometry and dental insurance will be provided. For all employees the potential to purchase health

insurance and Aflac will be available, and for full-time employees Candles by Madison will pay \$10.00 bi-weekly towards your policy.

## **Dress Code and Public Image**

Candles by Madison is a manufacturer of wax melts and candles; this means you will be dealing with hot substances, dyes, and liquid fragrances. Because of this, if you are working in manufacturing we will provide you with an apron, three t-shirts, and a hat. **Jeans or long pants of some sort and closed-toes shoes are not provided but are required.**

Those working in sales should dress in a business casual manner; however, nice **dark jeans with no holes, tears, or “bedazzling” is allowed.** We want our workers to look professional, especially when you will be dealing with customers. We expect all of our employees to be neat and appropriate. When working in customer service as well as with other employees, we ask that you keep a positive and professional atmosphere.

## **Rules and Regulations**

### **Employee Theft**

Employee Theft is frowned upon and could result in job termination. This includes business property, money, ideas, recipes, and customer information. Those found doing any form of theft written under this employee handbook might result in termination as well as criminal charges being brought against you.

### **Absenteeism**

We hold our employees to high punctuality and attendance standards. We ask that all our employees be on time to work and ready to start their day affectively and professionally. Unnecessary absences are frowned upon; however, we do understand that sickness and other circumstance out of your control do happen. We do ask that you call your supervisor to inform them of any tardiness or the need of a day off due to illness and other circumstances. Frequent absenteeism and tardiness could result in disciplinary actions (steps taken are listed in the disciplinary actions section) and discharge.

### **Email, Internet, and Technology Privacy**

We understand the use of the Internet and e-mail is a necessary part of our company. This mean making sure you use the e-mail provided and the Internet appropriately is a must. Demonstrating unacceptable behavior could place Candles by Madison at risk. The following guidelines are established to comply with laws placed upon companies.

These guidelines are set in place for Candles by Madison's technology that we ask our employees to follow.

1. We allow our employees to use their e-mail for appropriate personal use off company time. You are using Candles by Madison's e-mail, this means that inappropriate language and illegal activity is forbidden.
2. E-mail messages and the use of the Internet should be done so appropriately. No forms of online communication should be used for harassing, discriminatory remarks, pornographic behavior, or inappropriate language.
3. The use of Candles by Madison's technology devices is needed in order for employees to be successful in their jobs. Having access to our technology does not mean you use it for personal use on company time. You may use the technology for educational use (college homework, and Lynda.com videos) with permission from your supervisor if you are clocked out during the time you do so. However, you must not let your personal time affect helping customers, and if it does so you will not be granted permission to use our technology.
4. We have wireless Internet, and we also allow you to have your phones on site with you. We understand the need to communicate with family throughout the day; however, we ask you only use your phone and wireless Internet if you are being appropriate. The use of your phone to check personal e-mails, non-essential text-messages, Facebook, Twitter, Instagram, etc. is prohibited.

## **Discipline**

Discipline measures may be taken if any guidelines and rules are abused. Candles by Madison's discipline will be in three steps; however, depending on the severity of action steps may be skipped. The first step is a verbal warning by your supervisor. The second will result in a written warning, suspension and punishment may be enacted as well. The final step will result in termination of job.

## **Anti-Discrimination and Harassment**

### **Workplace Discrimination and Harassment**

Discrimination and harassment is frowned upon within our establishment. As your employer we follow all legislation acts, including Title VII of the Civil Rights Act of 1964. This means we do not discriminate against anyone based on their race, color, religion, national origin, sex, etc. who are employed at Candles by Madison. The Age Discrimination in Employment Act of 1990, prohibits discrimination for employees 40 years or older, which we take very seriously, and we do not discriminate based on age. Any form of harassment by the employer or employee should be turned in, so it can be dealt with. We take discrimination and harassment very seriously and discipline will be enacted quickly and forcefully, and legal actions will be taken against the defendant.