



Employee Handbook

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History

Gotham Hardware has been transformed into Gotham Enterprises (Gotham). After years of selling tools and lumber, Gotham has restructured into an eco-friendly, affordable office retailer. Gotham Enterprises' products range from basic office supplies to high-tech equipment to other business furnishings. Luxuries items include 3D printers that create customizable promotion ads, smart shredders that can scan and secure important documents before shredding, and auto-recyclers that separate trash into its destined category. Consumers can fulfill their office equipment's needs with us at a low cost, while still staying "green".

Mission Statement

Gotham Enterprises aims to be the leading office supplier while offering affordable and environmentally sustainable office products to the VE community. We proudly practice our values through our diverse range of modern and innovative products. We will accomplish our mission by maintaining financial stability and profitability for our shareholders.

Purpose of Handbook

The purpose of this handbook is to provide a guide for all employees to learn about the company's policies, rules, and regulations. By doing so, we aim for employees to respect and honor each other. It details the expected behaviors and punishable misdemeanors. This handbook is not a contract, expressed or implied; guaranteeing employment for any length of time and it is not intended to induce an employee to accept employment with the company. This handbook is also used to inform the reader about the culture and history at Gotham Enterprises.

Attendance

Punctuality is an expectation for all Gotham Enterprises employees. Everyone is expected to arrive to work on time. Any lateness or absences should be called in by 10 A.M at (212)769-2710. Employees are given five minutes grace period for lateness. Anyone who is late six to fifteen minutes will be docked for 15 minutes worth of pay. Anyone who is late 16 to 30 minutes will be docked 30 minutes; and anyone that exceeds 31 minutes will be docked the entire period (45 minutes) worth of pay.

Anyone who abuses the 5 minutes grace period more than twice in a week will be docked for one day's pay. Tardiness will be noted upon the employee's arrival and kept in evaluation records.

Employees who plan to be absent must have an explanation and supervisors must be told ahead of time. Excused absences will not be penalized with pay reductions. Reasonable justifications include, but are not limited to religious and cultural observations, etc.

Conduct

Employees are expected to hold themselves professionally throughout the work day.

Dress Code

Employees may dress casually throughout the normal work day and business attire once a week. During special events such as networking, trade shows, special visitors, career day and the business plan presentation, ALL employees are expected to dress professionally.

Performance

Employee performances will be verified and reviewed weekly. Supervisors will make sure that progress is being made to achieve both short and long term goals. Students are expected to carry out assigned tasks and meet deadlines. Supervisors will evaluate the employees and hold private discussions for room of improvement. Employees that go above and beyond their expectations can be subject to being awarded employee of the month.

Company Property

The company properties, such as laptops and tablets, are not for personal usage. All property is for business use only.

Compensation

Pay will be based on position and attendance. Executive positions will obtain higher compensation.

Employee of the Month

The employee of the month will be recognized at the end of every month based on performance, attendance, and capabilities. Recognizing hard working employees can help to drive company morale and motivate workers to try harder. A pizza party will be held the same day the employee of the month is selected.

Diversity

Located in the heart of New York City, Gotham Enterprises has a strong emphasis on diversity. Employees from all backgrounds are welcomed. Racial slurs and discrimination will not be tolerated under any circumstances.

Sexual Harassment

Sexual harassment will not be tolerated. Supervisors and other officials will get involved for extreme disciplinary actions. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the company prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, nationality, origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Drug Use/alcohol use

Maintaining a safe work environment is what our company strives for. No drugs or alcohol is permitted in the workplace. Anyone that comes to work intoxicated is subject to dismissal.

Privacy

All employees and employers are expected to share a mutual level of respect and consideration for one another. Privacy and personal space should be respected by all employees. Theft under any circumstances is punishable to the fullest extent of the law.

Bullying

Bullying is completely unacceptable. Any threats, blackmail and physical violence can be dealt with investigations.

Sexual harassment

Sexual harassment is not simply inappropriate but also against the law. We expect our employees to act accordingly and professionally. Unwelcomed sexual advances include but are not limited to intimidating verbal, written or physical conduct of a sexual nature.

Leave policies

In issues of time conflicts and scheduling, the employee may be forced into a scenario where they must take an absence of leave. Supervisors must be notified ahead of time.

Disciplinary Action

Depending on the severity of the offense, the disciplinary actions can vary. For first time offences, a verbal warning may be given. The perpetrator will admit to the crime and understand why his actions are punishable. Multiple time offenders will be given a written warning, with the possible involvement of higher level supervisors.

Voluntary Termination

The company recognizes that personal situations may arise which require voluntary termination of employment. Should this occur, the company requests that the employee provide two weeks advance notice in writing. This request does not alter an employee's at-will relationship with the company. Failure to do so may result in the withholding of their final paycheck.

Final Paycheck

Employees who terminate employment with the company will be given their final paycheck 2 weeks after their last day. Should the employee be unable to personally retrieve their paycheck, it will be mailed to the address on file.

Grounds for disciplinary action

The company has the right to discipline and terminate any employee who violates company policies, and rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action.

- Engaging in discrimination or harassment during work time
- Distributing illegal drugs
- Theft, damage and misuse of the company's equipment
- Falsification of documents and reports
- Insubordination or refusal to follow specific direction
- Extreme lying
- Failure to meet deadline for job responsibility
- Disregard for safety and security procedures
- Disrespecting supervisors/ co-workers

Procedures

Disciplinary action is used to correct unacceptable behaviors. Discipline may be oral, written, suspension and the measure taken will be chosen by your employer.

Termination

Employment at the company is based on your performance and behavior. Status may be terminated at any time voluntarily or involuntarily.

Requirements upon termination:

- Continue to work until the last day of employment
- Turn in all reports and paperwork required to be completed by the supervisor or VP when due no later than the last day of work
- Return all files, keys, documents, access cards, or any other property of the company that are under the employee's control
- Participate in an exit interview if requested by the VP or CEO

Exit Interview

The company may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect company property and discuss employment experiences with the company. No judgment will be made based on your answer so please express yourself freely.

Workplace Safety

The company takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Employees who observe an unsafe practice or condition should report it to a supervisor. Each employee should know the nearest exit in case of an emergency or a fire. Be vigilant of your surrounding and stay alert.

Workplace Security

Employees must be alert of any possible danger to themselves and co-workers. Guard all personal belongings and company property, & report any suspicious activities to a supervisor as soon as possible.

Emergency Procedures

In case of Emergency call 911 immediately. In case of a fire or other emergency alert proceed to calmly to the nearest exit and make sure to look around for friends and co-workers in case of a search and attendance purposes.

Acknowledgement of Receipt for Employee Handbook

(Employee Copy – Keep handbook)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook. I understand that the handbook is intended to provide me with a general overview of the company’s policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time. I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee. I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company’s sole discretion.

(Signature of Employee)

(Date)

(Company Representative)