

A close-up photograph of green leaves, likely basil, covered in water droplets. The image is split diagonally from the bottom left to the top right. The upper-left portion shows the leaves and droplets, while the lower-right portion is a solid dark green color.

THINKDRINK

**EMPLOYEE
HANDBOOK**

VEI 2019-2020
JERICHO HIGH SCHOOL

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Workplace Culture

ThinkDrink conducted business ethically, honestly, and in full compliance with applicable laws and regulations. This applies to every business decision in every area of the company. ThinkDrink's success is based on creating innovative, high-quality products and services and on demonstrating integrity in every business interaction. ThinkDrink's principles of business conduct define the way we do business. These principles are:

- Honesty: We demonstrate honesty and high ethical standards in all business dealings.
- Respect: We treat customers, suppliers, employees and all others with respect and courtesy.
- Compliance: We ensure that business decisions comply with applicable laws and regulations

At-Will Employment

Employment with ThinkDrink is at-will. This means that employment may be terminated for any or no reason, without cause or notice at any time by you or by the company. Nothing in this Handbook or any oral statement shall limit the right to terminate at-will.

Standards

ThinkDrink is an Equal Opportunity Employer, which means that we maintain a policy of nondiscrimination with all members and applicants for employment. It remains our goal to hire the most qualified people for ThinkDrink. All decisions made with respect to recruiting, hiring and promotions are based solely on individual qualifications related to the requirements of the position.

Diversity

At ThinkDrink, we value diversity. We seek to find the best members and choose the most qualified people to join our team. We strive to include a variety of people that excel in different fields, which will all contribute to making ThinkDrink the best it can be.



Federal Laws

Civil Rights Act of 1964

ThinkDrink complies with the Civil Rights Act of 1964, a landmark civil rights and US labor law in the United States that outlaws discrimination based on race, color, religion, sex, or national origin.

FMLA

ThinkDrink obeys the Family and Medical Leave Act of 1993, a United States Federal law requiring covered employers to provide employees job-protected and unpaid leave for qualified medical and family reasons.

Occupational Safety and Health Act

Here at ThinkDrink we respect the Occupational Safety and Health Act, which ensures worker and workplace safety. Their goal is to make sure employers provide their workers a place of employment free from recognized hazards to safety and health, such as exposure to toxic chemicals, excessive noise levels, mechanical dangers, heat or cold stress or unsanitary conditions.

Americans with Disabilities Act

ThinkDrink is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). It is our policy not to discriminate against any qualified crew member or applicant with regard to any terms or conditions of employment because of such individual’s disability, perceived disability or record of disability, so long as the crew member can perform the essential functions of the job with or without reasonable accommodation.



Federal Insurance Contribution Act

ThinkDrink also obeys FICA. Federal Insurance Contributions Act tax is a United States Federal payroll (or employment) tax imposed on both employees and employers to fund Social Security and Medicare- federal programs that provide benefits for retirees, disabled people, and children of deceased workers.

Equal Pay Act

The EPA prohibits discrimination on account of sex in the payment of wages by employers engaged in commerce or in the production of goods for commerce. The EPA was established by the federal government to provide criteria for employee wages, hours, and working conditions.



Social Media and Internet Policies and Consequences

Social Media Policies

We all have an obligation to protect ThinkDrinks property and to abide by the following guidelines: Watch what you say: Being aware of who is around you, and what they might learn from you is an important way we all protect ThinkDrinks secrets. Don't let ThinkDrinks secrets fall into the wrong hands. Protect our stuff: keeping track of ThinkDrinks assets and information entrusted to you, and preventing opportunities for loss, misuse, waste, or theft of ThinkDrink property is everyone's responsibility. Before disposing of ThinkDrink assets discuss your plans with your manager, get approval and follow applicable policies. Set the example: Be a model for your co-workers and our partners. Follow our procurement procedures when acquiring goods or services, and use ThinkDrink's assets only for legal and ethical purposes.

Therefore, if anything is posted on social media, such as Facebook, Twitter, Instagram, and YouTube, that negatively portrays ThinkDrink, a ThinkDrink employee or partner, major consequences will be implicated, possibly a termination of work. Members should bear in mind, however, that their social media activity, even done off premises and during non-working hours, could affect ThinkDrink's legitimate business interests.



Work Email / Internet Policy

As a ThinkDrink employee, it's important you understand that, subject to local laws and regulations and in accordance with ThinkDrink's review process, ThinkDrink may take the following steps when you access ThinkDrink's networks or systems or use any device, regardless of ownership, to conduct ThinkDrink business:

- Conduct physical, video, or electronics surveillance, search your workspace (such as file cabinets, desks, and offices, even if locked), review phone records, or search any non-ThinkDrink property (e.g. backpacks, purses) on company premises.
- The internet is provided for business use. Limited private use is permitted if the private use does not interfere with a person's work and that inappropriate sites are not accessed. Management has the right to access the systems to check if private use is excessive or inappropriate.
- As a part of your job, you may have access to personal information regarding other ThinkDrink employees or applicants, including information regarding their employment history, personal contact information, compensation, health information, or performance and disciplinary matters. This information is confidential and should be shared only with those who have a business need to know. It should not be shared outside ThinkDrink unless there is a legal business reason to share the information and you have approval from your manager



Cell Phones in the Office

The use of cell phones is not permitted in the work environment, with the exception of work related tasks. ThinkDrink has the right to check your phone to examine your performance, but only if it is being used during work.

Food in the Office

There will be absolutely no eating in the work environment. After attendance is taken at 1:25 am every day, an employee may notify their respective department head if they would like to get a drink.

Standards of Conduct at Work

ThinkDrink will not tolerate discrimination or harassment of employees or non-employees with whom we have a business, service, or professional relationship. Use good judgement and keep in mind that you are expected to perform to your full ability when working for ThinkDrink.

The Business Conduct Helpline is available 24/7 to all employees worldwide to help answer your questions on business conduct issues, policies, regulations, and compliance with legal requirements. It also allows you to advise ThinkDrink of situations that may require investigation or management attention.

ThinkDrink's Business Conduct Policy and principles apply to employees, independent contractors, consultants, and others who do business with ThinkDrink. You are expected to follow the policy, comply with ThinkDrinks business conduct policy, principles, and all applicable legal requirements.



- Speak up. If you have knowledge of a possible violation of ThinkDrinks Business Conduct Policy or principles, other ThinkDrink Policies, or legal or regulatory requirements, you must notify either your manager (invited your manager is not involved in the violation), HR, legal, internal audit, finance, or the business conduct office. If you need more support, contact the business conduct helpline.
- Use good judgment. Apply ThinkDrinks principles of business conduct, review our policies, review legal requirements, and then decide what to do.
- Behave in a respectful manner and treat your peers with respect. Using profanity will not be tolerated and will result in a loss of points.
- Ask questions. When in doubt about how to proceed, discuss it with your manager, your human resources representative, or the business conduct group. If you need more support, contact the business, conduct helpline

Absence and Lateness

Any absent or late arrival due illness, Injury or any other reason, and the expected duration of leaving must be personally reported to your supervisor as soon as possible (and prior to your normal starting time whenever possible). If you're unable to do this personally, you are requested to ask someone to do it on your behalf.

Subsequent to this, you must keep your manager informed of your progress. You must submit all the work you completed for that day to your superiors.

It is essential that you are ready to commence work at your normal time as other employees and the business depends on you and your contributions.



Employee Benefits

As I ThinkDrink employ you can have a wide range of benefits and perks, some of which are listed below. Working at ThinkDrink can be demanding. But also rewards bright, original thinking and hard work.

Private Pension Plan

ThinkDrink will match up to 5% of your annual salary into your private pension plan.

Ethics/Moral Clause

Thank drink encourage is a creative, culturally diverse, and supportive work environment. Thank drink is committed to providing a work place free of discrimination and sexual harassment, as well as harassment or discrimination based on such factors as race, color, creed, religion, sex, national origin, marital status, age, sexual orientation, gender identity characteristics or expression, genetic information, physical or mental disability, pregnancy, medical condition, or any other basis protected by local law.

Dress Code

Employees must dress appropriately for work. At business events, employees must also wear a pin/name tag with the ThinkDrink logo.



Safety and Security

That ThinkDrink, we try her best to create a safe and secure workplace. I ThinkDrink team complies with the occupational safety and health administration. The occupational safety and health administration sets and enforces protective workplace safety and health standards. It requires employees to report all accidents, injuries, potential safety hazards, see if he suggestions and health and safety related issues to management.

ThinkDrink operates in a manner that can serve the environment and protect the safety and health of our employees. Conductor job safely and consistently with applicable EHS requirements. Use good judgment and always put the environment, health, and safety first. Be proactive and anticipating and dealing with EHS risks. In keeping with our commitment to the safety of our people, ThinkDrink will not tolerate workplace violence.

