

Spectr  m



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## **Mission Statement**

Our mission is to create a perfect party experience for all events across the spectrum. We aspire to work effectively to ensure your occasion is as genuine and stress-free as possible.

## **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. This handbook details the expected behaviors and punishable misdemeanors. It is also used to inform the reader about the culture at Spectrum.

## **Attendance**

Everyone is expected to arrive to work on time. Any absences should be recorded on the absence form on Google Classroom by the time work starts. Tardiness will be noted upon the employee's arrival and kept in evaluation records. Employees who plan to be absent must have an explanation. An employee can have up to six absences and will still be paid. Any absences after the six that are excused will not be paid for.

## **Conduct**

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

## **Dress Code**

Employees may dress casually throughout the normal work day. 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 monthly. Employees need to make sure they complete each part of their online portfolio by the last school day of that month. Supervisors will make sure that progress is being made to achieve both short term 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. If anything is damaged, please let the administration department know.

### **Compensation**

Pay will be based on position and attendance. Executive positions will obtain higher compensation. Employee of the month may get a one time bonus.

### **Employee of the Month**

The employee of the month will be recognized every month around holiday time or when the team building activity is. It is based on performance, attendance, and capabilities. Recognizing hard working employees can help to drive company morale and motivate workers to try harder.

### **Diversity**

Located in the heart of Naperville, Spectrum 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 are 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.

## **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. All rules and disciplinary actions are based off of the Neuqua Valley Handbook.

## **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 surroundings and stay alert. 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 coworkers in case of a search and attendance purposes.

## **Time/Presentation**

If a department wants to present, they need to tell anyone in Admin or the CAO at least two days in advance. If they can't contact them, then there is a google form online.

**Eating**

There is a no food policy at Spectrum. We want to make Spectrum a nice place to work, so we need to keep it clean. Food is permitted during time of company bonding.

**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.

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**Employee Signature**

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**Date**

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**Print Name**