



consora
studio.

SILK CORP

**Strength, Intelligence,
Love & Kindness**

SILK derives inspiration for its essence from the Strength, Intelligence, Love, and Kindness of a woman that our community is nurturing.

www.yourwebsite.com

Alignment of body, soul, and mind can help to reach full extent.

Introduction

We are pleased to welcome you to our SILK team. Like its name, Life at SILK Corp is for the people, by the people. SILK spaces are holistic and driven by the passion of its people in everything we do. The energy of the SILK Team is to attract like-minded people.

The SILK Life™ Initiative is a combination of **S** for Strength through health and fitness of both mind and body. **I** for Intelligence through education, skills, and entrepreneurship. **L** is for Love that surrounds family, friends, and the well-being of a home. **K** is for Kindness through community development and empathy for everyone around us. The mind, body, and soul in a single alignment is a successful philosophy to reach your goals.

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SILK derives inspiration for its essence from the Strength, Intelligence, Love, and Kindness of a people. It strives to establish communities and empower women online.

**SILK community is
turning our dreams
into reality.
Strength,
Intelligence, Love,
and Kindness
surround SILK**

**Handbook
2022-23**

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**Handbook
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Welcome

SILK Corp community is driven by passion and turning dreams into reality. Live your dream life and create your dream in SILK spaces.

We are pleased to welcome you to our SILK team. Like its name, Life at SILK Corp is for the people, by the people. SILK spaces are holistic and driven by the passion of its people in everything we do. The energy of the SILK Team is to attract like-minded people.

The SILK Life™ Initiative combines S for Strength via physical and mental well-being. I support promoting intelligence through business, education, and skills. L is for the love that permeates a person's family, friends, and the health of their house. K stands for Kindness through fostering a sense of community and compassion for everyone around us. SILK derives inspiration for its essence from the Strength, Intelligence, Love, and Kindness of a woman.

The mind, body, and soul in a single alignment is a successful philosophy to reach your goals. Each of the below categories makes your Life at SILK worthwhile.

SILK derives inspiration for its essence from the Strength, Intelligence, Love, and Kindness of a woman. It strives to establish communities and empower women online.

The word SILK emits luxurious energy all around. SILK aspires to uplift the body and soul from what it is to what they can be. Strengthening the body, the mind, and knowledge is a motivation to move forward and do better in life. Knowledge is power, and sharing this power around can support intellectual growth. Love is the fuel of life, and everything else flows in harmony with its existence. Kindness maintains the tone of human interaction and makes the community a very inviting space. Altogether S.I.L.K view strives to make you the best version of yourself each day.

Aini Bashir
Hospitality Manager



Insight of S. I. L. K.

In the SILK, employee cooperation allows your employees to **break down complex tasks into smaller chunks** and then work together to complete them more quickly.

S

Strength

SILK offers a range of services and disseminates knowledge to individuals all across the world. It fosters your social, emotional, and intellectual growth in a supportive environment. By maximizing your potential and achieving your goals, SILK promotes uniqueness.

I

Intelligence

The most from their constraints are the great brains. Your ability to take in, taste, and comprehend information. It benefits the most from their limitations. You utilise your brainpower and precious resources to achieve your goals while you're doing this.

L

Love

Without love, life is dull. Love is the foundation of a happy life in SILK. You will be inherently more attuned to both yourself and other people, and your actions will be a reflection of that. SILK follow many steps to maintain love & happiness for employees.

K

Kindness

Being kind makes the space around you a happy place to live or work. In SILK, incorporating kindness aligns with your life and benefits everyone by being generous and considerate. Work, uphold the company's principles, and help out their teammates.

Our fundamental **beliefs and values** help us in the decision-making processes.

Life at SILK Corp is led by and for the people, as suggested by its name. We encompass and motivated by the employees' enthusiasm for what they accomplish.



Our Mission

SILK Corp's mission is to provide a peaceful community of people while empowering their mental, physical and emotional well-being. SILK Corp believes in bringing out the best in people and helping them make their dream a reality.

The term SILK exudes a luxury aura everywhere it goes. SILK strives to transform the physical and spiritual self from what it is to what it can be. A driving force behind progress and improvement in life is a desire to strengthen one's body, intellect, and knowledge.



Values

SILK is a driving force behind progress and improvement in life is a desire to strengthen one's body, intellect, and knowledge.



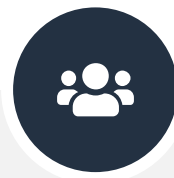
Innovation

SILK provide its community a chance to innovate about growing and do something bigger, Stronger and smarter for their lives.



Hospitality

In SILK, our cultures, hospitality involved welcoming the stranger and offering him food, shelter, and safety.



Empowerment

Through this program, we developed a new initiative known as The Silk Women™ Cooperative where we train women in rural areas.

Goals

SILK goals to enhance the work-life culture within its community to provide a socially conscious lifestyle to its community.

SILK Life™



Our Society

Cooperation

Working together

Culture

Way of life

Interaction

Conversation

People Interest

Your curiosity

SILK workplace is all encompassing and driven by the employees' passion for what they work. It emits lavish energy, uplift the body and mind. Encourage their development, provide a great community and realize their full potential. The whole view makes you to live best version of yourself.

Having your mind, body, and spirit in a perfect harmony can help you achieve your objectives and that makes your life at the SILK valuable. SILK is a community where you share your perspectives, power, love and culture and in return gain the knowledge which helps in intellectual growth and here everything flows in Harmony. Abide the rules of nature to connect to the entire world and accept the life's natural flow.

Highlights

2020-21

SILK Yoga is for the peace of mind and a better body that improves fitness

+1.5% from last year

28%

Male Participants

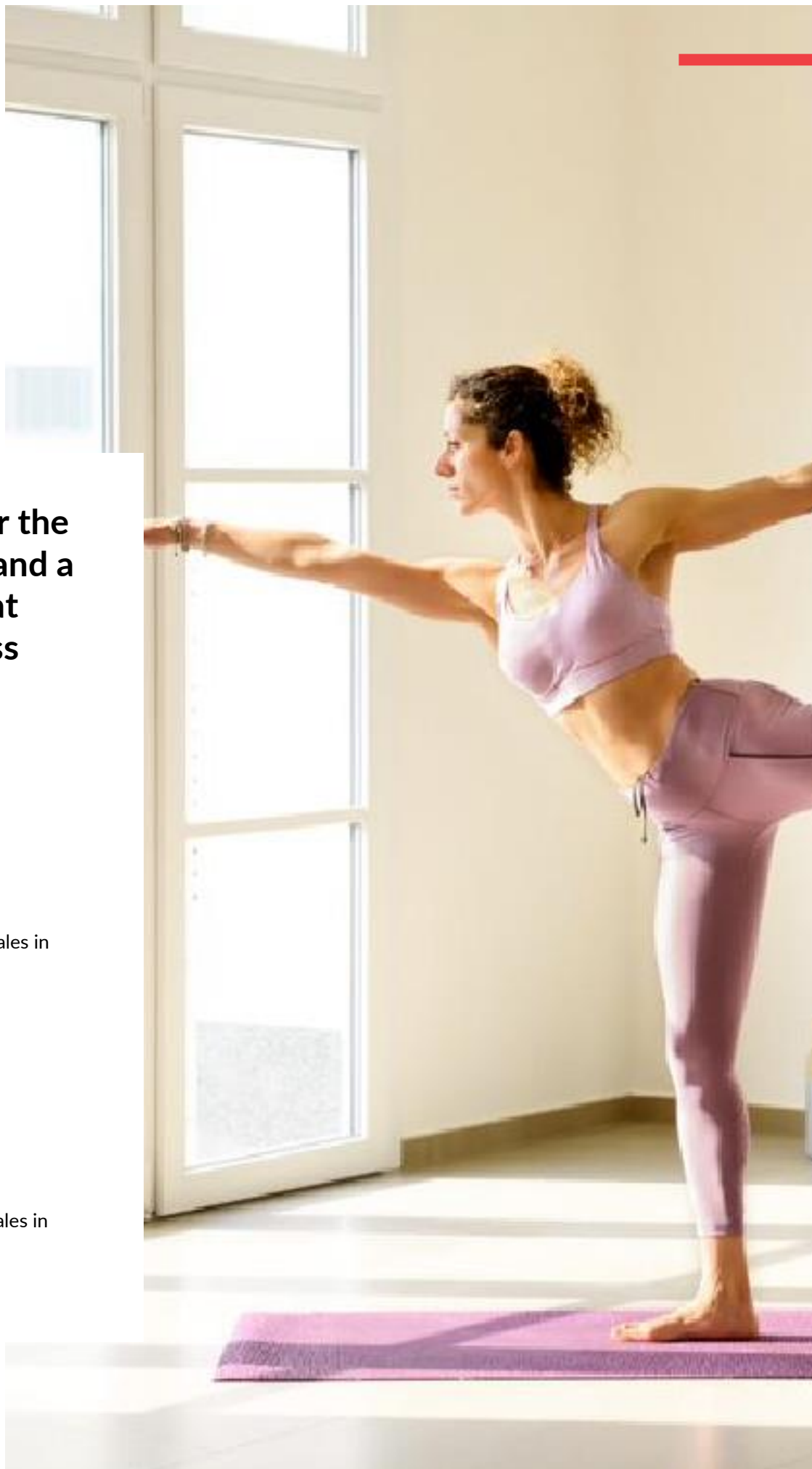
Males are less than females in yoga participants.

+1.5% from last year

72%

Female Participants

Females are more than males in yoga participants.





SILK Yoga™

Thank you.

Yoga is a mind and body practice that improves fitness. It's a combination of physical postures, breathing techniques, and meditation. The purpose of yoga is to increased muscle strength and tone.

SILK Yoga promotes Strength in your mental and physical health. A healthy mind and body then absorb awareness from its surroundings and enhances Intellectual thinking. SILK Yoga improved respiration, energy and vitality. A healthy mind and body nurture Love and kindness around the world. Your body is a vessel that fills itself with all the goodness and, once sufficed, it provides. Respect the universal laws to create leverage and harness the power of your entire world. We Bring Together SILK Communities and empower Creativity in Children.

Because there are so many different kinds of yoga practices, it is possible for anyone to start. "Whether you're a couch potato or a professional athlete, size and fitness levels do not matter because there are modifications for every yoga pose and beginner classes in every style," says **Dr. Nevins**.



Allen Y.Booe
CEO / Founder

SILK Arts™

The act of conveying emotions, **thoughts & observation** is art.



Empower your curiosity

The term "art" refers to a wide range of human activities and works that convey technical proficiency, aesthetic beauty, emotional weight, or notions.



Our

Wide Vision



Our

Creative Concepts



Our

Diverse Culture



Visual Language

Two Dimensional

Expression of ideas

Arts is to Paint:

The expression of ideas and emotions with aesthetic qualities.



Design Construct

Illusion Abstract

Creativity is Precious

Skills and Architecture:

Method of building structures with an artistic elements and innovation.



Three Dimensional

Visual Arts

Imagination is perception

Arts is Sculpture:

Three dimensional art work and art of processing plastics into work.



Brain Storming

Graphics Designer

Communication with people

Fine Arts skills:

Skills in the creation of objects, environment or experiences.



Rhythm Melody

Harmony Sounds

Manipulation of Object

Music is Arts:

Combining vocal or instrumental sounds for emotional expression.



Act in theatre

Realistic Designer

Performance for people

Arts in Theatre:

It concerned with acting out stories in front of an audience.

SILK Cafe™

SILK philosophy in every aspect; food, ambiance, culture, and impact



SILK Café represents a social **hub for people to meet up over good food** doing their own thing and having a casual day.



Brunch

10:00 AM to 12:00 AM

Breakfast Bagel

\$8.99

Frittata

€0 00

@SILKCafe



Treats

10:00 AM to 12:00 PM

French Toast

\$10.99

Crepes

€0 00

@SILKCafe



Lunch

12:00 AM 04:00 PM

Ropa Vieja

\$9.99

New York Steak

€0 00

@SILKCafe



Burgers and Sides

04:00 PM to 07:00 PM

Mexi Burger

\$9.99

Cali Burger

€0 00

@SILKCafe



Dinners

07:00 PM to 12:00 PM

Beef Grill

\$9.99

Tenderloin

€0 00

@SILKCafe



Drinks

10:00 AM to 12:00 PM

Sparkling Water

\$3.99

Smoothies

€5 00

@SILKCafe

SILK Hive™



The SILK community congregates in the SILK Hive for discussions that ignite passion and participation.

No matter your prior experience, you can focus on yourself with our training Encourage Yourself

Our SWARM System™ allowing you to cultivate collaborative culture. This system utilizes business intelligence to take your team into the future.

SILK Hive is a space where the SILK community comes together for conversations that drives people's passion and engagement. We believe teamwork and create successful projects and happy employees. Hive mentality means contributing your skills and encouraging others.

SILK Tech™

01

Clock in / out

These systems help calculate work, break, and overtime hours. Also help businesses be compliant with the labour laws.

02

Working Hours

According to the law, your working hours per day are 8-9 hours and these should not be more than 48 hours per week

03

Tasks

In SILK Tech, Task are the piece of work that you want to do or you did this. Tasks assigned by your team lead.

04

Actions

In SILK Tech, Actions are the complete process of doing something when you are dealing with a task assigned to you.

05

Productive Outcomes

Productive outcomes are the result of your actions. Productivity refers to how fast you can produce a specific output.

SILK Women™

The community where we teach rural women fine arts **crafts and business to manufacture handmade Jewellery ceramics**, textiles and other items.



Global

We're moving quickly to connect the world at lightning speed, so artisans and skilled women are employed worldwide.



Arts & Crafts

We train, empower, and mentor silk women and children to harness their crafts and explore a world of entrepreneurship.



Fiscal Strategy

Fiscal strategy is learning financial literacy for families is one of the best ways to uplift society and strengthen company.



Social

If you want to be successful, then change your social circle. Join our motivated and successful women's network.



The SILK Women™ empowers women through micro business and entrepreneurship



Our

Passion!



**SILK Corporation
community is
driven by passion
and turning
dreams into the
reality.**

S - Strength

01

Yoga

Health & Wellness

SILK Yoga encourages both physical and mental strength. The ability to absorb awareness from one's environment and to think intellectually is a sign of health. Love and kindness are nurtured worldwide by a healthy mind and body. Your body is a container that receives all the benefits.

02

Pilates

Health & Wellness

Pilates is a physical activity and body conditioning method. primarily as a way for dancers to recuperate from injuries. As accomplished as a dancer herself, Bar notes that when dancers are at their best, they are dancing at least six days a week for several hours each day.

03

Nutrition

Health & Wellness

Nutrition is the study of how diet impacts bodily health. Food is necessary for survival because it gives the body the resources it needs to operate and stay healthy. Food is made up of macronutrients like protein, carbs, and fat that not only provide calories to feed and energise the

Focus on strength, balance, and flexibility

By maximizing your potential and achieving your goals, SILK promotes uniqueness. It works on your intellectual, and social development.

+ Community strength empowerment

Individuals must feel more empowered, have a strong sense of community, take the initiative and make decisions.

+ Strength in the workplace.

Our positivity and energy are raised when we focus on our strengths, and we may utilize them to work on our obstacles and goals

+ Mental strength in the workplace

People are smarter when they are curious and eager to learn new things. They labor diligently toward certain objectives every day.



SILK offers a wide range of services and disseminates knowledge to individuals all around the world. Your intellectual, emotional, and social growth is impacted. through achieving your goals and living up to your full potential.

I - Intelligence

Your **capacity for information perception**, assimilation, and understanding.



Agile Management

Agile management is an iterative planning method that divides project into smaller cycles.



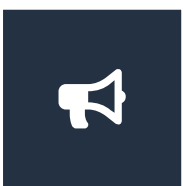
Project Management

Project management is the use of specific knowledge, skills, tools and techniques to deliver something to people.



Data Science

Data science deals with vast volumes of data using modern tools and techniques to find unseen patterns.



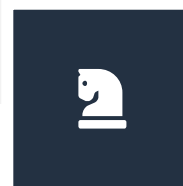
Social Media Management

The process of analysing social media audiences and developing a strategy that's tailored to them,



Office Management

Office management involves the planning, design, implementation of work in an organisation and its offices.

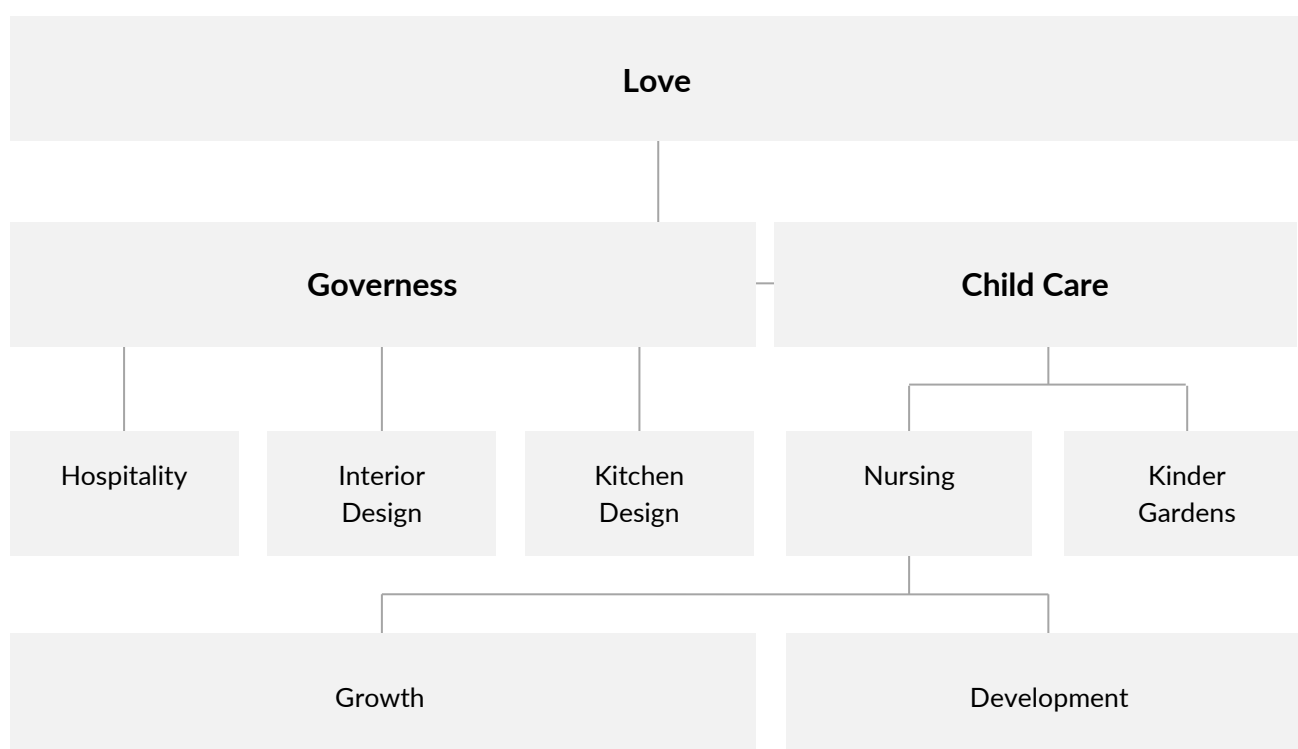


Document Preparation

The creation, modification, and display of textual material, such as manuals, reports, papers, and books.

L - Love

In SILK **love is a cornerstone of a fulfilling life**. When you let love be your guide, you will naturally be more in tune with yourself and others.



How to show Your Employee You Love Them.

Step 01

Learn their stories

We ask two of our colleagues to share their life experiences with us in an interview every month. We write essays based on their stories, which are read aloud during our meetings.

Step 02

Be available

At SILK Corporation, we frequently remind our employees that we are available to support them in any way we can. We'll start by contacting them, but ultimately it will be up to them to do it.

Step 03

Be real with them

We personally find the concept of "tough love" to be a contradiction in terms, but if we notice that someone's losing their edge or offering a subpar performance, We set them straight.

K - Kindness

Being kind makes your community or workplace **happy**. Being **Nice and considerate** benefits everyone it fits with your life, and SILK encourages it.



Engagement

Being kind can boost participation. Employees who are engaged tend to participate in committee work, uphold the company's principles, and help out their teammates.

Productivity

when employees are happy at work, especially if it's a positive environment, they are more likely to work harder, meet goals and collaborate well with their team.



Loyalty

Employees who are loyal to their employer can reduce the amount of time and money needed to recruit, hire and train new people. Being kind encourages loyalty.

Positive Environment

Employee acts of kindness typically result in a positive company culture. It can influence how well a company gets along with its clients and consumers.



Our Impact

In the current year 2022

+1.5% from last year

20%

Employee Courage

Your risks are calculated.
Even if it's contentious,
you state what you think.

+1.5% from last year

\$13.5bn

Diversity & Equity

Employ all our resources to
improve equity and
innovation in businesses.

+1.5% from last year

45%

Our Clients

Our aim is to create
organizations that are
flexible and have purpose.

+1.5% from last year

\$22.7bn

Health Of Our People

Promoting an atmosphere
that values health and
wellness.

Our workers live and work in communities all around the world. We infuse our communities and neighborhoods with the same creativity and vitality that we do in our daily jobs.

Working Culture

“Corporate culture is the **only sustainable competitive advantage** that is completely within the control of the entrepreneur.”

Factor Impacts

It's important for company leaders to understand what is work culture. Here are some examples of factors that impact the workplace:

Management has a large influence on the culture of a company, especially since they create the policies, hire employees, and facilitate training. The health of a business reflects the abilities of the management team to successfully lead their employees to success.

The values, mission, and vision communicated to employees impact the culture of a company significantly. The mission and vision demonstrate what the company seeks to accomplish and how they plan to accomplish it.

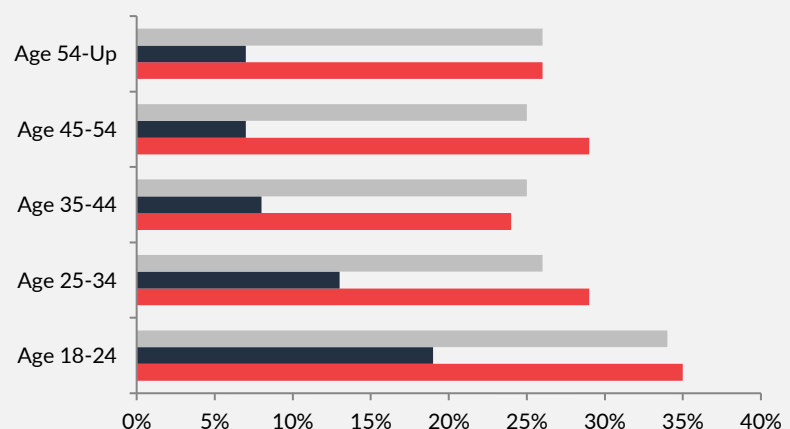
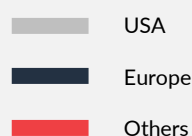
Why Work Culture is important?

Positive workplace culture attracts talent, drives engagement, impacts happiness and satisfaction, and affects performance. The personality of your business is influenced by everything.

- **It attracts talent.** Job candidates evaluate your org and its climate. A strong, positive, clearly defined and well-communicated.
- **It drives engagement and retention.** Culture impacts how employees interact with their work and your organisation.
- **It affects performance.** Organizations with stronger cultures outperform their competitors financially and are generally more successful.

Working Culture Impact Worldwide

The Working culture impacts different countries by different aspects of life.



Environment

SILK community adheres to inclusion, diversity, and integrity. This working environment well resonates with SILK values and is best suited for the modern employee. SILK employees are also encouraged to keep their spaces tidy and organized.

- ➔ SILK community runs on passion. Communicating with love and kindness is what makes its working habitat.
- ➔ SILK's working environment is not about working in solitary but uplifting one another of their shortcomings.
- ➔ SILK employees work with a clear vision of **Strength. Intelligence. Love. Kindness.** that flows from their mind and body.
- ➔ SILKs working environment is created by communication that is based on compassion and love.



”

“Communication – the human connection – is the key to personal and career success.”

Paul J. Meyer
Founder Self-Improvement Industry

Communication

Good communication can help improve teamwork and project collaboration. It also satisfies one's needs.



50%
Team
Meetings

By team meetings, you can upgrade your self-confidence.



50%
Group
Messaging

By replying in group chats, you can improve your communication level.

Overview

Dress Code

Employers can let employees know what they consider proper work clothing by using dress codes.

The dress code describes what is suitable for workers to wear, to work and is often included in the employee, Handbook.

Dress code standards might range from formal business to casual, depending on the needs of the particular work and the clientele it serves. An employer is free to provide the picture that he wants.

Be Charming

Reflects nature of employee and the **company's** image.

Total Revenue

Gives employees enduring identities and expertness

Dress to improve

Unity
& Togetherness



+1.5% from last year

+1.5m
Investment Secured



Attire of the men



Formal
Dress
Etiquettes

Shirts with collars, long sleeves, black shoes, socks and a belt.

Attire of the women



Dress speaks
Formal
Business

Shirts, Slacks, Tie Shoes
Dress Sandals or Skirt Suit
or Pant suit.

Code of Conduct & Ethics

The guiding principles to act in a way that benefits all stakeholders.

Party must conduct themselves honorably and morally. In their interpersonal and professional interactions, Party shall avoid any conflicts of interest, real or imagined.

Any substantial transaction or relationship that can reasonably be expected to lead to such warfare must be reported by Party to the audit committee of the board of directors. The party must refrain from investing in any Employer subsidiary after the adoption date in contravention of this Code.

46%

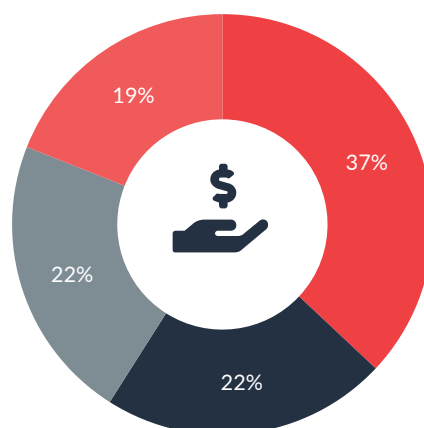


Anonymous reporting wasn't available to them.

26%



They were unsure of who to contact and report.



Our Code of conduct Survey 2019-20.

Unfair Conduct	37%
Found Laying	22%
Observe Bribery	22%
Right Violation	19%

This graph highlights the most common misconduct behavior of the employees in the company and why they didn't report the abuse. Several people responded that anonymous reporting.

Working Hours



The Remote work arrangement allows **Employees to** work from home.

Phase

01

Full time work: 40 hours per week

- Compressed work week
- Job sharing
- Reduced Hours
- Annualised Hours
- Telework or Telecommuting

Within limits employee can decide when to begin and stop workday, and how long to take break.

Phase

02

Part time: less than 32 hours/week

- Flexible Start & Finish
- Casual work
- Alternative Schedule
- Shift Rostering
- Leaves & Sabbaticals

The schedules hours and days are determined by employee and work from location other than company.

Working at the most productive hour increases **productivity, comfort, and market share for the business.** Flexible hours allow for this.



Starting with
Ending with

SMART STAR
SMART STAR



Break time
Meetings

After 4 hours
Full Time setup

Vacation Policy



Leave Policy

Our company's holiday policy lists the days it observes as holidays. This policy doesn't apply to Employees covered by a collective bargaining agreement.

+ Religious Holidays

We permit workers to take unpaid time off for religious holidays except in cases where doing so would place an excessive burden on our business.

+ Floating Holidays

Current workers are eligible for floating holidays at the start of each year and event for which an employee is wanting to use this must be specified.

+ Statutory Holidays

Statutory holidays are public holidays recognized by the federal government or your province depending on your eligibility.

Work on Holidays

If you are expected to work on a holiday, inform management employees at least one week in advance. In the event that nonexempt workers must put in extra time, they will be compensated at the standard overtime rate. Company provides an extra day off to exempt workers to be used within 12 months of the holiday.

According to holiday policy, holiday compensation is not granted to temporary non-exempt employees. When a permanent non-exempt employee has worked for us for more than three months on a full-time basis, they are entitled to holiday pay in addition to their regular pay. Whether they work on the holiday or not, exempt personnel are entitled to their regular pay without any reductions for company-observed holidays. Employees who work part-time will be paid for the number of hours they would have worked on

Company Employee Relationship

1

Be authentic and genuine. When you don't mean it, don't act as though you do. Employers that put up a good front but then create unfavourable working circumstances or have unrealistic expectations

Be Authentic

Company Employee Relationship
SILK Corporation

2

Knowing what is expected of them helps everyone perform better. Make sure your employees know what is expected of them in terms of anything at the office to the guidelines.

Set clear expectation

Company Employee Relationship
SILK Corporation

3

One of the essential elements of a good relationship is flexibility. A healthy work/life balance is critical to achieving employee satisfaction and retention and helping your people.

Be Flexible

Company Employee Relationship
SILK Corporation

4

Everyone needs to be aware of and abide by the same policies and procedures, and therefore should know that they're all being held to the same standards at every level in the company.

Be Consistent

Company Employee Relationship
SILK Corporation

In SILK Corp

Employee Eligibility



Candidates agree to participate in curiosity community and to develop new self.

Employees who fulfil the conditions outlined in the documents(s) regulating the offering for eligibility to participate in the offering are considered eligible employees, provided that they also meet the requirements outlined in the plan for eligibility to participate. An Employee who upon taking up employment under a retirement system, is not qualified to join that system due to personal details such as age or physical condition.

01. Necessary Skills

While we are willing to teach the appropriate person, we are interested in the proper cultural and personality match. Come along as we offer incredible hospitality experiences. Candidate must have great communication skills, have an understanding of office 365, and desire to follow policy and work on a team. The ability to work with other people in team, fostering relationships in professional manner, to achieve a common goal.

02. Willing to Learn

Hard Skills attained through the education are not enough for good employees. They're open minded to new ideas, and they share their thoughts and personal insights with the team. They generously share their experiences and expertise. They understand that knowledge is only power when it's shared with other and also, they show their creativity and innovative ideas and ignite their curiosity.

03. Employee Determination

Persistence is a critical skill for the work. Candidates are routinely questioned by employers about their level of determination. Prepare a story that explains how you overcame a challenge and highlights the perseverance you required to accomplish your goal. The candidate must agree to adopt a self-driven strategy for upskilling in areas the company identifies as in need of improvement.

E-2 Immigration Policy

The E-2 Treaty Investor visa exists for citizens of countries that maintain a treaty of commerce and navigation with the United States.

A major benefit of this classification is that it can be utilized by foreign nationals to establish and open a business in the States.

The first step in the application process is determining eligibility. To qualify for E-2 status, the treaty investor must:

- Be a national of a country with which the U.S. maintains a treaty of commerce and navigation.
- Have invested or is actively in the process of investing a substantial amount of capital in a new or existing U.S. business.
- Be seeking to enter the U.S. solely to develop and direct the investment enterprise, a real, active commercial undertaking which produces services or good for profit.

