

Alora's Collection Handbook

Welcome to Alora's Collection! We're delighted to have you as part of our vibrant team. This handbook provides essential insights into our company's ethos, regulations, and expectations.

Mission and Values: Alora's Collection is dedicated to empowering authentic self-expression through versatile and high-quality clothing. We celebrate uniqueness and craftsmanship, curating a collection that seamlessly transitions from day to night, embracing sustainability and inclusivity. Our brand sparks creativity, fosters community connections, and prioritizes exceptional customer experiences, empowering confidence and growth. We are more than a clothing brand; we are a movement that values individual narratives, providing a platform for genuine expression and meaningful connections. Our core values of authentic self-expression, quality craftsmanship and versatility are the foundation of our choices and interactions.

Work Environment: We nurture an inclusive and collaborative environment. Upholding diversity and fostering open dialogue are integral to our success.

Work Hours: At Alora's Collection, we understand the importance of work-life balance for our team members. Our standard work hours are Monday through Friday, from 9:00 AM to 5:00 PM. We believe in fostering a productive and supportive work environment that allows our employees to excel in their roles while also having time for personal pursuits. Additionally, during peak seasons or special projects, we may offer flexible scheduling options to accommodate the needs of our team and ensure the successful execution of our brand's initiatives. We value the well-being of our employees and strive to create a harmonious blend of professional engagement and personal time.

Code of Conduct: Our team adheres to the highest standards of professionalism and ethics. Every interaction with colleagues, clients, and partners should reflect respect and integrity.

Communication: Effective communication is pivotal. Communication at Alora's Collection is characterized by transparency, collaboration, and open dialogue. We prioritize clear and timely information sharing through open channels, including regular team meetings, one-on-one discussions, and digital platforms. Our commitment to honesty and alignment extends to cross-functional collaboration, where departments work closely to achieve shared goals. We value active listening and maintain a feedback culture, encouraging the exchange of ideas and insights. Engaging with customers is fundamental, achieved through various channels such as social media, emails, and dedicated customer support. During times of challenge, crisis communication is handled with compassion and clarity. Embracing modern work trends, we leverage remote communication tools for seamless virtual collaboration. Our dedication to continuous improvement ensures that our communication strategies evolve, fostering a connected and engaged community within our team and with our customers.

Performance: Clear expectations and regular feedback fuel our progress. Performance evaluations at Alora's Collection are conducted on a biannual basis, occurring twice a year.

This schedule allows us to provide comprehensive feedback and track progress over time, ensuring that our team members have regular opportunities for growth and development. In addition to formal performance evaluations, ongoing feedback and coaching are integral components of our feedback culture, contributing to continuous improvement and the achievement of individual and collective goals.

Benefits: At Alora's Collection, we are committed to the well-being and growth of our team members. As part of our comprehensive employee benefits package, we offer a range of valuable perks designed to enhance their professional and personal lives. These include competitive compensation packages, health and wellness benefits to support physical and mental well-being, flexible work arrangements to promote work-life balance, opportunities for skill development and career advancement, and a supportive and inclusive work environment that fosters collaboration and creativity. We also provide access to employee discounts on our curated clothing collection, encouraging our team to embrace the brand they help shape. At Alora's Collection, our employee benefits reflect our dedication to creating a fulfilling and rewarding experience for every member of our team.

Dress Code: At Alora's Collection, we embrace a smart casual dress code that reflects our brand's values of creativity, individuality, and professionalism. We encourage our team members to express their personal style while maintaining a polished and presentable appearance. This dress code allows for a comfortable and versatile wardrobe that seamlessly transitions between a relaxed work environment and potential interactions with clients or customers. While we value self-expression, we also emphasize the importance of dressing in a way that aligns with our brand's image and upholds a professional standard. This balanced approach to attire at Alora's Collection fosters a positive and welcoming atmosphere while ensuring our team members embody the essence of our brand in their everyday appearance.

Confidentiality: Safeguarding confidential company and client information is paramount.

Health and Safety: Prioritizing employee well-being, we maintain a secure and healthy workplace.

Remote Work: For remote work, refer to guidelines in the Remote Work Policy.

Conflict Resolution: Address conflicts professionally and expeditiously, involving HR if necessary.

Acknowledgment: By becoming part of Alora's Collection, you demonstrate your commitment to upholding these guidelines.

We're eager to witness your contributions to Alora's Collection's journey. Together, we'll accomplish remarkable feats!