

# Company Profile

## **Ethos Marketing Solutions**

Description: 10-person marketing firm that specializes in helping justice-minded organizations create compelling brands and connect deeply with individuals that are fighting for more just and equitable systems in the US.

The company consists of 6 full time employees and 2 part time employees across 5 states (Washington, Texas, Virginia, California, and Minnesota).

Mission Statement: Empowering justice-minded organizations to create impactful brands and foster meaningful connections in pursuit of a more just and equitable society.

Vision Statement: To be the leading force in transforming marketing into a catalyst for positive social change, where brands align with the values of justice and equity, inspiring action and driving progress.

### Core Values:

1. **Passion for Justice:** We are driven by a fervent commitment to justice and equity, infusing every aspect of our work with purpose and meaning. This value is displayed daily through our unwavering dedication to supporting organizations that champion social justice causes.
2. **Authenticity:** We believe in the power of authenticity to create genuine connections. We strive to embody authenticity in our interactions, communications, and brand representations, fostering trust and loyalty with our clients and their audiences.
3. **Collaborative Spirit:** Collaboration is at the heart of everything we do. We recognize the strength in diversity of thought and expertise, and we actively seek out opportunities to collaborate internally and externally to achieve greater impact and innovation.
4. **Creativity and Innovation:** We embrace creativity as a catalyst for innovation. We continuously push the boundaries of conventional marketing strategies, leveraging innovative approaches to create compelling brands and campaigns that resonate with our clients' audiences.
5. **Integrity and Ethics:** Integrity is non-negotiable in all our endeavors. We uphold the highest ethical standards in our actions, decisions, and relationships, ensuring transparency, honesty, and accountability in everything we do.

# Employee Handbook

Welcome to Ethos Marketing Solutions!

At Ethos Marketing Solutions, we are committed to fostering a supportive and inclusive work environment where every team member can thrive. This handbook outlines our policies and guidelines to ensure a positive and productive workplace experience for all employees.

## 1. Employment Policies:

- All employment decisions are made without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, or any other characteristic protected by applicable laws.
- Employment with Ethos Marketing Solutions is at-will, meaning either the employee or the company may terminate the employment relationship at any time, with or without cause or notice.

## 2. Compensation and Benefits:

- Salary and Payroll: Employees are paid bi-weekly via direct deposit.
- PTO (Paid Time Off): We offer unlimited PTO, with the expectation that employees manage their time responsibly and ensure adequate coverage for their responsibilities. PTO does not accrue or pay out upon termination.
- Healthcare: We provide 100% employer-paid medical, dental, and vision insurance for all full-time employees.
- Retirement Benefits: We offer a 401(k) retirement plan with a 3% employer match.
- Technology Stipends: All employees receive an annual technology stipend of \$400 to enhance their workspaces.
- Internet and Phone Reimbursement: Employees are eligible for a monthly reimbursement of up to \$200 for internet and phone expenses related to their work.

## 3. Work Arrangements:

- Remote Work: Given our distributed team across multiple states, remote work is the default arrangement for all employees. We trust our team to manage their time effectively and maintain open communication while working remotely.
- Office Space: Employees may choose to work from any location of their preference, provided it allows for a productive work environment and adheres to company policies and guidelines.

## 4. Parental Leave:

- We support growing families by offering 12 weeks of paid parental leave to all eligible employees, regardless of gender, following the birth or adoption of a child.

## 5. Code of Conduct and Ethics:

- All employees are expected to adhere to the highest standards of professionalism, integrity, and ethical conduct in their interactions with colleagues, clients, and partners.

- Harassment, discrimination, or any form of disrespectful behavior will not be tolerated and may result in disciplinary action, up to and including termination.

#### 6. Communication and Collaboration:

- We prioritize open and transparent communication, fostering a culture of collaboration, feedback, and continuous improvement.
- Employees are encouraged to share ideas, concerns, and feedback openly and constructively, contributing to a supportive and inclusive work environment.

#### 7. Compliance and Legal Obligations:

- Employees are expected to comply with all applicable laws, regulations, and company policies, including but not limited to those related to data privacy, intellectual property, and confidentiality.

#### Conclusion:

By joining Ethos Marketing Solutions, you are becoming part of a dynamic team dedicated to making a positive impact on the world through our work. We value your contributions and are committed to supporting your professional growth and well-being throughout your employment with us. Welcome aboard!