

My M Fruit LLC DBA Mberry  
and  
Rapha Marketing Inc.

***Employee Policy Handbook***

***2020***

Updated 01/01/20

**Mberry/Rapha Marketing Inc.**

## Welcome

On behalf of the Board of Directors, I would like to welcome you as a new employee of Mberry/Rapha Marketing Inc. and/or for employees continuing with us in the new year. This Employee Handbook has been developed to acquaint you with basic company policies and procedures.

As a Mberry/Rapha Marketing Inc. staff member, you play a vital role in our important work. You are an important part of the Mberry/Rapha Marketing Inc. company and we are glad that you are with us. We hope you find the work to be rewarding. Together, we will be a strong and effective team that can reach our goals and exceed expectations.

-Management

## 1: Philosophy

Mberry/Rapha Marketing Inc.'s sole purpose is to help the world around us to grow and expand in not only healthy lifestyle choices but also in knowledge and personal growth. Our company does not work for the business of gaining profit but rather for making a difference for the coming generations.

We are a faith-based Christian company operated by followers of Christ. We do not work just for the company of Mberry/Rapha, but we are coworkers with our mighty God. We are a company with a foundation built upon strong connections, harmonious relationships, and a shared belief of doing our best to complete the assignment that was given by our Maker to be a light and salt of the world. Love and truth are the pillars of our company.

Mberry/Rapha Marketing Inc. is "an **equal opportunity** employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status."

## 2: Home Office Policies

### A: Public Relations/Equipment

- ❖ Social Media Code of Conduct:
  - You are to make sure that anything you post with Mberry products and/or Mberry's social media sites are all age-appropriate without any slander, bias, inappropriate, politics, and/or anything else that would cause Mberry and its company harm/damages.
- ❖ During or out of employment with Mberry/Rapha, all staff are not allowed to use the company's logo and trademark or articles for their personal use.
- ❖ All equipment is property of Mberry/Rapha unless specified.
- ❖ Use all equipment with respect and without danger & handle all equipment properly:
  - If you need help on how to use a specific piece of equipment, please ask for help so you do not cause harm to yourself or those around you.
- ❖ Report any broken equipment to management right away:
  - If you come across anything that is broken, please report it to your management team right away in better efforts get these items fixed in a timely manner.
- ❖ Do not take anything home that does not belong to you without permission:
  - If at any time you need to borrow something and/or take it home, make sure you have gotten permission from management first before removing it from the

office/household. Whatever you borrow must be returned in the same fashion as before you borrowed it.

## **B: Home Office Conduct**

- ❖ Be respectful of the office area and keep things cleaned/organized:
  - Please keep the office area cleaned and organized. Things like sweeping, mopping, keeping the storage shelves labeled/organized, keeping the desk areas neat and tidy is to be done daily. Make sure the last person out of the office has turned everything off (lights, fans) and push in all chairs.
- ❖ No eating food/drinks in the office area other than water.
- ❖ Due to the “Home Office” setting, inside voices are required:
  - Make sure that any music being played is kept at a soft level not disrupting the residents of the household. When speaking to one another, do not yell across the house/room.
- ❖ Each computer in the office is assigned to a user if you need to use another computer for work purposes, ask the official user of that computer:
  - Make sure at the end of the day, desktop computers are turned to “sleep” instead of being turned off daily. Please use computers appropriately and not for personal use.
- ❖ Company Provided Lodging:
  - If you have been provided lodging in the company household, please beware of the difference between personal time and work time. Make sure to treat your working hours and space by following the business operation rules/guidelines.

## **C: Kitchen/Food**

- ❖ There is a secondary fridge in the dining area near the bar height table where staff members may keep their lunches/food.
  - Please make sure that you clean out your portion of the fridge on a daily basis as to not have the fridge full of expired/old food.
- ❖ There is a cabinet where the cups are located; pick a cup and keep it for your own use. Wash it daily before leaving and put it in the drying rack:
  - Due to the number of people in the home office, each employee is to use the same cup for their entire employment or use their own cup from home.
- ❖ Clean up after eating at both the kitchen table and counter:
  - In order to help keep everything clean, please make sure that anything you use to prepare your lunch is cleaned up before your lunch break is over. Clean up the table, return the plastic silverware/plates/napkins to their rightful place and push in kitchen table chairs.

## **D: House Policies**

- ❖ Keep in mind that this is a “HOME OFFICE” and be respectful of residents and their privacy.
- ❖ All rooms except for common areas are off-limits unless otherwise given permission.
- ❖ Be mindful that there may be other business guests in the house working with the owners; stay on your task at hand.

- ❖ Do not wear your outdoor shoes inside the house; bring a new pair of shoes/socks that will stay at the home office or you can use the house slippers provided.
- ❖ Make sure you put your outside shoes on the rack and do not leave on the floor.
- ❖ Do not let “Gracie” the mascot aka the dog out of the front door.
- ❖ Make sure you are not holding “Gracie” during working hours.
- ❖ Turn your cell phone on vibrate when you clock in:
  - Please make sure all personal calls are taken on your break. If you need to make/take a personal call, please do it respectfully of those around you.
- ❖ There is a restroom in the Home Office area, make sure you are keeping things clean and be respectful.

### **3: Warehouse**

#### **A: Home Office**

- ❖ We will use the Gilbert home location for Rapha Marketing Inc. and for Mberry until further notice. Should we grow and need a larger space, we will give notice to our employees 30 days ahead of time.

### **4: Roles/Job Description**

#### **A: Contracted Services**

- ❖ This portion will be a case to case basis. All terms and conditions will be handled at the time of the transaction. Expectations and duties will be assigned at the time of hire for each service with proper pay. (Form 1099)

#### **B: Office Supervisor**

- ❖ Maintain daily operations.
- ❖ Make sure all team members are following protocol/policies.
- ❖ Reach daily/weekly/monthly goals set by management.
- ❖ Grow and expand the business.
- ❖ Work on marketing and customer service.
- ❖ Directly respond with the owner(s).
- ❖ Order Supplies as needed.
- ❖ See addition “Roles Sheet”.
- ❖ All roles are merged into one until further notice.

#### **C: Assistant**

- ❖ Help Office Supervisor with daily tasks/operations.
- ❖ Fulfill daily manual orders.
- ❖ Drop off manual orders at FedEx/USPS at the end of the day.
- ❖ Do a monthly inventory count of supplies.
- ❖ Directly responds to the Office Supervisor.
- ❖ Check monthly shipment lists from Taiwan.

- ❖ See addition “Roles Sheet”.
- ❖ Work on a product that comes in from overseas.
- ❖ Work on placing the product into mailers.
- ❖ Report to Assistant Supervisor of inventory both supply/products as needed.
- ❖ See addition “Roles Sheet”.

#### **E: Seasonal Employees & Amazon Packing Handler(s)**

- ❖ Season Employees: will work on different jobs pertaining to many tasks. The Office Supervisor will give workers their tasks daily based upon the company's busy season and based on per day/per project.
- ❖ Amazon Packing Handler(s): will work on packing products for our Amazon listings.
  - Building Master Amazon boxes and assembling bubble mailers will be the majority of this role in addition to cleaning up after yourself and meeting certain criterias based upon Amazon's rules for incoming shipments.
  - The Office Supervisor will give you your task details per batch of product being sent out to Amazon.
  - This role is very specific, see additional “Roles Sheet”.

#### **F: Accounting/Finances**

- ❖ Note: Actual paid out amounts will be approved/finalized by management.
- ❖ Handles all payroll monthly for the company.
- ❖ Handles account receivable/payable.

## **5: Breaks/Lunch**

#### **A: Breaks**

- ❖ Every 4 hours of continuous work will equal one 15-minute paid break(s).
- ❖ If you would like to take a break outside of your scheduled time, then add the time back to the end of your shift to make up the difference.

#### **B: Lunch**

- ❖ Lunch breaks will be 30 minutes long from 12:30-1:00 PM, in the kitchen area.

## **6: Weekly/Monthly Team Meeting**

- ❖ The management/owner will have a monthly team meeting.
- ❖ The rest of the team will have weekly team meetings as needed per project.

## **7: Attendance/Paydays**

#### **A: Attendance**

- ❖ Make sure that you arrive promptly for your scheduled shift.
- ❖ If you are going to be late or off early, inform the office supervisor.

#### **B: Paydays/Payroll**

- ❖ Paydays will be on the 1st of every month. You will be paid monthly on the company payroll through “Gusto”.
- ❖ If you are an Independent Contractor, you will then discuss your terms and conditions with management.
- ❖ If you are 1099 but work weekly, paydays will be on the 7th of every month. You will be paid monthly on the company payroll through “Gusto”.

## 8: Salary/Hourly/Commission:

### A: Salary

- ❖ Any and all final terms and conditions will be discussed between you and the management. The salary will include benefits. At the end of the year, you receive your W2.

### B: Hourly

- ❖ Any and all final terms and conditions will be discussed between you and the management. At the end of the year, you receive your W2.

### C: Independent Contractor/1099 (4: A)

- ❖ Any and all final terms and conditions will be discussed between you and the management. You will receive your 1099 at the end of the year. 1099 workers will not receive any benefits such as vacation, holiday and sick day pay by Arizona law.

### D: Seasonal Employees & Amazon Packing Handler(s)

- ❖ Seasonal Employee(s): this will be a 1099 contract work and you will receive your 1099 tax form at the end of the year.
- ❖ Amazon Packing Handler(s): Pay is based upon boxes filled. See the chart below:

Amazon Channel	Product	Price Per Box
USA	Singles	\$10
USA	Doubles	\$12
CANADA	Singles *	\$12
CANADA	Doubles *	\$15
United Kingdom	Singles *	\$12
United Kingdom	Doubles *	\$15

\* Special SKU labels will need to be placed over original SKU.

### E: Commission & Yearly Bonus

- ❖ Commission & bonus will be paid negotiated based upon roles and achievements discussed by the owners and based on per person.

## 9: Employee Classifications (Full Time/Part-Time)

### A: Probationary Period

- ❖ Every employee will go through a 3-month probationary period. During this period, you will be evaluated and be under observation. Both parties will have an opportunity to determine employment.
- ❖ After your 3-month probationary period, probation might carry on or come to an end. Any and all final terms and conditions will be discussed between you and management.
- ❖ For the first three months during your probationary period, no benefits will be paid.

#### **B: Full Time/Part Time Employees**

- ❖ Full Time: An employee who may be “Hourly or Salary” who works more than 35 hours a week.
- ❖ Part-Time: An employee who works between 20-34 hours per week.

#### **C: Vacations**

- ❖ For every one year:
  - Full-Time Employee(s): earn one week’s paid vacation eligible on your yearly anniversary date. Pay is based on your average weekly hour. If you have not worked for a full year, you will not receive your vacation benefit ahead of time.
  - Part-Time, Hourly less than 20 hours per week and 1099 Employee(s): are not eligible for vacation time.

#### **D: Holidays**

- ❖ For Full Time & Part-Time Employees who work **five days** a week: earn Holiday Pay. Pay is based on your average hours worked per day during the month of the holiday.
- ❖ There is no Holiday Pay for part-time and hourly employees who work less than 20 hours per week nor for 1099 employees.
- ❖ There will be 10 Paid Holidays per year listed as below:

<b>USA Holidays</b>	<b>Day of Week</b>	<b>Calendar Date</b>
New Year’s Day	Friday	1/1/2021
Martin Luther King Jr. Day	Monday	1/20/2020
Presidents Day	Monday	2/17/2020
Memorial Day	Monday	5/25/2020
Independence Day	Friday (Observed)	7/3/2020
Labor Day	Monday	9/7/2020
Veteran's Day	Wednesday	11/7/2020
Thanksgiving Day	Thursday	11/26/2020
Black Friday (Day After Thanksgiving)	Friday	11/27/2020
Christmas Day	Friday	12/25/2020

#### **E: Merit Raises**

- ❖ Depending upon your performance and the Company’s resources, adjustments in your payment may be made when there has been an improvement in or sustainment of an

already good performance during the review period. You may receive a year-end bonus of pending the growth and sales of our company for that specific fiscal year.

#### **F: Sick Leave/ Personal Leave (Based on Your Weekly Hour)**

**- Updated**

**10/28/20 -**

- ❖ **Hourly Full Time Employees:** You will accrue **one day** per month for sick leave. It will expire at the end of the month or it will be added back to your monthly payroll for that month.
- ❖ **Salary Full Time Employees:** You will accrue **one day** per month for sick leave. It will expire at the end of the month . You will need to use it within that month otherwise you will lose it. IF special arrangements are needed/made - they need to be in writing and approved by management.
- ❖ **All** vacation and personal leave must be approved in writing by management.

#### **G: AFLAC**

- ❖ Aflac provides supplemental insurance to help pay out-of-pocket expenses your major medical insurance doesn't cover.
- ❖ The company will provide AFLAC for **full time** employees only.

### **10: Fair Warning System/Disciplinary**

- ❖ You will receive 2 verbal notices first, after your 3rd verbal notice you will receive 1 written notice. After your 3 notices of infractions, disciplinary action will be taken as the owners see fit.

### **11: Termination/Resignation of Employment**

#### **A: Termination**

- ❖ Terminations will be done so by management after your written notice and/or sooner if see fit by the owners.

#### **B: Resignation**

- ❖ Should you decide to leave your employment with us, we ask that you provide your supervisor with at least two weeks advance written notice specifying the last day you will be at work. Upon leaving the company, all employees are expected to return all Mberry/Rapha Marketing Inc. property including equipment, social media logins, e commerce sites, all clientele lists, and business emails.
- ❖ All charts, google docs, websites, and anything that was created for Mberry needs to be returned to Mberry.
- ❖ A two-week training for your new replacement is necessary.
- ❖ Please notify the company if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.
- ❖ If the company feels that your two-week notice is not necessary, then you can be released immediately.



M MY FRUITT LLC AND RAPHA MARKETING HAVE THE RIGHT TO REVISE/AMEND THE COMPANY POLICIES WITH A **30 DAY** NOTICE GIVEN TO EMPLOYEES.

My M Fruit LLC DBA Mberry  
and  
Rapha Marketing Inc.

***Employee Policy Handbook Acknowledgement Form***

***2020***

\*This policy is subject to change based upon growth/there lack of and operations of Mberry/Rapha Marketing Inc. and its entities.

Updates/revision will be noted/signed as they are produced.

**\*Please sign this page and return to Mberry/Rapha Marketing Inc. office personnel.**

Employee's Signature:

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Employee's Printed Name:

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Date:

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