

LakeSide Bicycles Employee Handbook Welcome to the team! LakeSide Bicycles is a company that values quality, innovation, and customer satisfaction. We are passionate about creating and selling bicycles that meet the needs and preferences of our diverse clientele. As an employee of LakeSide Bicycles, you are expected to uphold our mission, vision, and values, and to contribute to our success and growth. This handbook will provide you with some important information and guidelines about working at LakeSide Bicycles. Please read it carefully and keep it for future reference.

**Organization Policies** As an employee of LakeSide Bicycles, you are expected to follow these organization policies:

- Be punctual and reliable. You are required to work the hours and days that are assigned to you by your supervisor. If you are unable to work due to illness, emergency, or any other reason, you must notify your supervisor as soon as possible and provide a valid reason and documentation if required.
- Be professional and respectful. You are expected to maintain a high standard of professionalism and respect in your interactions with your colleagues, customers, suppliers, and anyone else you encounter in the course of your work. You must avoid any behavior that could be considered rude, offensive, discriminatory, harassing, or violent.
- Be honest and ethical. You are expected to perform your duties with honesty and integrity, and to comply with all applicable laws, regulations, and company policies. You must not engage in any activity that could be considered fraudulent, corrupt, or illegal, or that could damage the reputation or interests of LakeSide Bicycles.
- Be safe and responsible. You are expected to follow all safety rules and procedures, and to use the equipment and resources provided by LakeSide Bicycles in a safe and responsible manner. You must not engage in any activity that could endanger yourself or others, or that could damage or waste the equipment or resources of LakeSide Bicycles.
- Be loyal and committed. You are expected to support the goals and objectives of LakeSide Bicycles, and to work cooperatively and collaboratively with your team and other departments. You must not disclose any confidential or proprietary information of LakeSide Bicycles to unauthorized parties, or engage in any activity that could create a conflict of interest or a breach of loyalty.

**Leave Policies** As an employee of LakeSide Bicycles, you are entitled to the following types of leave:

- Paid vacation leave. You are eligible for 10 days of paid vacation leave per year, which can be accrued and carried over to the next year. You must request your vacation leave at least two weeks in advance, and obtain approval from your supervisor. You can use your vacation leave for any personal or recreational purpose.
- Paid sick leave. You are eligible for 10 days of paid sick leave per year, which can be used for any illness or injury that prevents you from working. You must notify your supervisor as soon as possible if you need to take sick leave, and provide a medical certificate if required. You can also use your sick leave to care for a family member who is ill or injured.
- Unpaid personal leave. You are eligible for up to 10 days of unpaid personal leave per year, which can be used for any personal or family reason that is not covered by the other types of leave. You must request your personal leave at least two weeks in advance, and obtain approval from your supervisor and the HR department. You can use your personal leave for reasons such as education, bereavement, jury duty, or military service.

**HR Policies** As an employee of

LakeSide Bicycles, you are subject to the following HR policies:

- Performance appraisal. You will receive a performance appraisal from your supervisor at least once a year, which will evaluate your achievements, strengths, and areas for improvement. You will also have the opportunity to provide feedback on your supervisor and your work environment. The performance appraisal will be used to determine your eligibility for promotion, salary increase, or bonus.
- Training and development. You will have access to various training and development opportunities, such as workshops, courses, mentoring, and coaching, that will help you enhance your skills and knowledge, and advance your career. You are encouraged to discuss your training and development needs and goals with your supervisor and the HR department.
- Online courses. You will have the option to enroll in online courses that are relevant to your job role and career aspirations, with the approval of your supervisor and the HR department. You will be responsible for completing the online courses within the specified time frame and reporting your progress and results to your supervisor and the HR department. The organization will cover the cost of the online courses up to a maximum of \$500 per year per employee. You can request additional funding if you can demonstrate the value and benefit of the online courses for your professional development and the organization's goals.
- Discipline and grievance. You will be subject to disciplinary action if you violate any of the organization policies, or if your performance or conduct is unsatisfactory. The disciplinary action will depend on the nature and severity of the violation, and may include verbal warning, written warning, suspension, or termination. You have the right to appeal any disciplinary action, and to file a grievance if you have any complaint or concern about your work situation. You can contact the HR department for more information on the discipline and grievance procedures. We hope that this handbook has given you a clear and comprehensive overview of what it means to work at LakeSide Bicycles. If you have any questions or suggestions, please feel free to contact the HR department. We look forward to working with you and making LakeSide Bicycles a great place to work!