**Employee Handbook**

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**A Guide for Our Employees**

**Introduction**

This Employee Handbook (“Handbook”) is a compilation of personnel policies, practices, and procedures currently in effect at TMT Foods, Incorporated.

The Handbook is designed to introduce you to our company, familiarize you with our policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

The purpose of the Handbook is simply to provide you with a convenient explanation of present policies and practices at our company. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the administration.

The Company reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

Welcome to TMT Foods, Inc., a dynamic company established in 2022 with a passion for delivering exceptional coffee experience. At TMT Foods, we take pride in our commitment to crafting high-quality instant coffee that elevates your daily coffee ritual.

**About Us**

TMT Foods, Inc. is a thriving company that offers a delightful 3-in-1 coffee experience, offering a trio of distinct flavors to satisfy your coffee cravings: Clasico, White, and Brown. Café Gusto Instant Coffee drinks are blended to cater to diverse palates, ensuring that every sip delivers a unique and satisfying coffee experience.

**Our Vision**

To see the day when thenceforth Filipinos shall have attained excellent unity, proud in proclaiming from generation to generation: one nation, one coffee.

**Our Mission**

To make coffee drinking a distinct identity of the Filipino lifestyle that satisfies the nation's craving for excellence in all its artful undertakings.

**Part 1 – General Employment Policies and Practices**

1. *Code of Conduct*

At TMT Foods, we are committed to maintaining a workplace that upholds the highest standards of professionalism, ethics, and integrity. This Code of Conduct outlines the expectations and responsibilities of every employee to ensure positive, respectful, and safe working environment in our plant.

1. Professional Behavior

1. Treat all colleagues, superiors, and subordinates with respect and courtesy.

2. Uphold a positive and cooperative attitude in the workplace.

3 Refrain from engaging in any form of discriminatory or harassing behavior.

1. Compliance with Rules and Regulations

1. Follow company policies and procedures to ensure harmonious work environment.

1. Food Safety and Hygiene
   1. Follow strict hygiene practices to prevent contamination and maintain food safety.
   2. Report any potential food safety hazards or concerns immediately.
2. Confidentiality

1. Safeguard all propriety and confidential information.

2. Refrain from discussing sensitive company matters outside the workplace.

1. Conflict of Interest
   1. Avoid situations that may create a conflict between personal interests and potential duties.

2. Disclose any potential conflicts of interest to management.

1. Use of Company Resources

1. Use company resources, including equipment and facilities, responsibly and efficiently.

2. Report any damage or malfunction promptly.

1. Health and Safety
   1. Follow all safety protocols and guidelines to ensure a secure work environment.
   2. Report any unsafe conditions or incidents to appropriate authority.
2. Quality Assurance

1. Take responsibility for the quality of work performed.

2. Report any deviations from quality standards promptly.

1. Communication

1. Use respectful and professional language in all communications.

2. Share concerns or suggestions through appropriate channels.

1. *Equal Employment Opportunity Policy*

At TMT Foods, Inc. we are committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected by applicable laws. This policy applies to all aspects of employment, including recruitment, hiring, training, promotion, compensation, and benefits.

I. Recruitment and Hiring

1. TMT Foods, Inc. is an equal opportunity employer, and all recruitment and hiring decisions are made without regard to an individual’s protected characteristics.

II. Equal Treatment

1. All employees will be treated fairly and with respect, regardless of their background. Discrimination or harassment based on race, color, religion, sex, national origin, age, disability, or any other protected status is strictly prohibited.

III. Training and Advancement

1. TMT Foods, Inc. is dedicated to providing equal opportunities for training and career advancement.

2. Employees will be evaluated based on their skills, performance, qualifications without bias.

IV. Workplace Environment

1. TMT Foods, Inc. is committed to fostering a work environment free from discrimination, harassment, and retaliation.

2. Any employee who believes they have been subjected to discrimination or harassment is encouraged to report the incident promptly.

Through this policy, we aim to create a workplace where everyone is valued, respected, and has the opportunity to thrive.

**Part 2 – Employment Information**

1. *Work Assignment*

The purpose of this Work Assignment Policy is to establish guidelines for the effective distribution and management work responsibilities within our food manufacturing company.

1. Roles and Responsibilities
2. Management

* Define and communicate roles and responsibilities for each position within the company.
* Evaluate and update job descriptions regularly to ensure accuracy.

1. Supervisors:

* Assign tasks to the employees to ensure smooth daily operations.

1. Employees:

* Accept assigned tasks with commitment and of quality standards.
* Communicate any concerns or challenges related to work assignments promptly.

1. *Work Hours*
2. Supervisors and Employees shall render their service eight (8) hours a day, Monday through Saturday. All employees are given fifteen (15) minutes break in the morning and afternoon and one (1) hour lunch break.
3. *Overtime*
4. TMT Foods, Inc. reserves the right to request any and/or all employees to work overtime whenever needed.
5. Unauthorized overtime will not be acknowledged.
6. All overtime should be filed within 24 hours, otherwise, the overtime occurred will be forfeited.

**Part 3 – Employee’s Code of Discipline**

1. *Attendance and Punctuality*

It is important for all the employees to report to work on time and to avoid unnecessary absences. TMT Foods, Inc. recognizes that illness or other circumstances beyond control may cause the employee to be absent from work from time to time. Excessive absenteeism or frequent tardiness puts an unnecessary strain on the employee’s co-workers and can have a negative impact on the success of the company.

1. *Absences*
2. TMT Foods, Inc. have the right to deny the request of the employee if the company finds the reason to be not valid and/or not reasonable.
3. Employee should notify his/her superior three (3) days before a planned absence or leave.
4. If the employee would be absent or on leave for more than 3 days, notify the immediate superior at least month before or as soon as possible.
5. In case of emergency absences, notify your immediate superior at least an hour before the shift starts.
6. All absences should be filed on the day of notification for documentation. For emergency absences, it should be filed within 24 hours.
7. Verbal notices will not be acknowledged.
8. Failure to comply may subject to disciplinary actions.
9. Tardiness

TMT Foods, Inc. places a high value on punctuality and attendance. All employees are expected to report to work on time and adhere to their assigned work schedules.

1. Tardiness is defined as arriving to work after the scheduled start time. This includes returning from breaks and lunch within the allocated time.
2. If an employee anticipates being tardy, they are expected to inform their immediate supervisor as soon as possible.
3. Each employee is allowed to have five (5) tardiness or a total of sixty (60) mins per month. Beyond that, the employee may be subject to disciplinary action.
4. *Dress Code*

This policy aims to establish guidelines for appropriate attire in the plant premises to ensure a safe, hygienic, and professional work environment at TMT Foods, Inc.

1. Employees are expected to dress in a manner that reflects professionalism and safety awareness.
2. All clothing should be clean, and in good repair.
3. The following dress or clothing is not permitted at the company premises at any time:
4. Dirty Clothes, have big tears, rips, or holes.
5. Sandos and sleeveless tops
6. Revealing Clothes
7. Shorts and ripped jeans
8. Offensive or obscene clothing
9. Uniforms
10. Employees should wear their clean and complete issued uniforms during production hours.
11. Employees should change to their outside clothes during break time.
12. Footwear
13. All employees were provided a pair of white shoes that will be used exclusively inside the production area.
14. Employees are expected to keep their production shoes clean and intact.
15. Proper footwear, accompanied by socks, must be worn during production activities.
16. Outdoor shoes should be closed-toe. Slippers and sandals are not allowed within the premises.
17. *Hygiene and Grooming*
18. Hair and Facial Hair
19. Men should maintain short and neat hair. Should not be touching the ear on the sides and the neck at the back. Facial hair should be clean-shaven.
20. For women, hair should be always kept clean especially inside the production area.
21. Loud hair color and/or hair style is prohibited.

Failure to comply on the Dress code and Hygiene and Grooming Policy may result to restriction of entry to the facility.

1. Employee’s Conduct and Behavior
2. Insubordination
3. Insubordination refers to interfering or willful refusal to cooperate with superior in the performance of their duties. Refusal to comply with a lawful and reasonable directive from a supervisor or a person in authority.
4. Discourteous/indecent acts of willful indecent exposure or using profound or obscene language in addressing co-employees, superiors, or anybody doing business with the company.
5. Negligence of Duty
6. Negligence of duty is defined as the failure to perform assigned responsibilities and duties with the expected level of diligence, care, and professionalism.
7. All employees are expected to adhere to their designated roles and fulfill their responsibilities with accuracy, attention to detail, and within established timelines. Failure to meet these expectations may be considered negligence to duty.
8. Leaving the workplace unnecessarily while on duty and without permission from the employee’s supervisor.
9. Wasting time or loitering in places away from assigned work while on duty.
10. Using of cellphones / mobile phones during work hours is prohibited. Supervisors and admins have the authority to use mobile phones for communication and work purposes.
11. Negligence of duty may result to disciplinary action. The severity of the action taken will depend on the nature and recurrence of the negligence.
12. Employees will receive training on their roles and responsibilities upon joining and will have access to on going professional development opportunities. Periodic reminders and communication will be circulated to reinforce the importance of diligence in duty.
13. Regular performances evaluations will include an assessment of an of an employee’s adherence to assigned duties. Any identified issues will be addressed promptly to ensure continuous improvement and compliance with company standards.
14. Destruction of Property
15. Accidental Damage – Employees are expected to report any accidental damage to company property immediately to their supervisor.
    1. Depending on the nature and extent of the damage, corrective actions may include repair or replacement costs borne by employee, and additional training to prevent recurrence.
16. Intentional Damage – Any intentional destruction of company, whether machine, equipment, tools, or other assets, will result in disciplinary action, up to and including termination.
17. Reporting Procedures – Employees witnessing or suspecting the destruction of company property are required to report the incident promptly to their supervisor or the designated reporting authority. Failure to report such incidents may result in disciplinary action.
18. Cost Responsibility – Employees may be held financially responsible for the repair or replacement costs associated with damaged company property, depending on the circumstances. This will be determined through a fair and transparent assessment.
19. Investigation Process - Any reported incident of property destruction will be thoroughly investigated. Employees involved will have an opportunity to provide their perspective during the investigation. Disciplinary actions will be taken based on the findings.
20. Dishonesty
21. Using Company’s time, materials, or other equipment to do unauthorized work.
22. Stealing or attempting to steal company, and co-employees’ property of others doing business with the company.
23. Falsifying personnel records or Company records and reports.
24. Any form of collusion with fellow employees in falsifying Company records and/or documents.
25. Conduct and Behavior
26. Discourtesy towards co-employees and superiors.
27. Making false, vicious, or malicious statements concerning the Company or its employees.
28. Provoking or instigating a fight during working hours on company premises.
29. Operating, using, or possessing machine, tools, or equipment to which employee has not been assigned or authorized to use.
30. Reporting for work or performing work on company time of property under the influence of intoxicating beverage or prohibited drugs.

**Part 4 – Disciplinary Action**

1. *Due Process*
2. Employees who witness or suspects instances of any violations on the policies are encouraged to report such incidents to their immediate supervisor, or to the operations manager. The management assures that the process will remain confidential.
3. Whistleblowers or witnesses can submit an Incident Report to their Immediate Superior.
4. The Administrative Officer shall initiate an investigation regarding the incident report.
5. The following are the penalty for the violations mentioned:

1st Offense – Verbal Warning

2nd Offense – Written Report

3rd Offense – 1 Day Suspension

4th Offense – 3 days Suspension

5th Offense – Termination

1. However, depending on the gravity of the offense committed, the management has the right to exercise its prerogatives.