Chapter 2 Challenge

complete all tasks in 5 minutes

1. Save the document as “***My Challenge***” in the Chapter 2 folder.
2. Insert the **02\_09 History** text into the document, replacing the [History] placeholder. Link to the data source.
3. Disable all macros except those that are digitally signed.
4. Block Quick Style Set switching for this document using the password “***1234***”.
5. A. Compare the **My Challenge** document to the **02\_09  
    Compare** document.  
   B. Accept all changes.  
   C. Save the Results file as “***My Results***”.
6. Save and close all files.

Two Trees Olive Oil

EMPLOYEE MANUAL

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# The HIStory Behind Two Trees Extra Virgin Olive Oil

[History]

# SECTION 1: INTRODUCTION

This Manual is designed to acquaint you with the Two Trees Olive Oil Company and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of Two Trees Olive Oil. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee’s status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

## 1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

## 1.2 EMPLOYMENT APPLICATIONS

[Applications]

## 1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Two Trees Olive Oil is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).