chapter 4 challenge

Complete all tasks in 5 minutes

1. Save the document as “***My Challenge***” in the Chapter 4 file.
2. Save the Header on the Title Page as a Quick Part named  
   “***TTOOReport***” in the Headers Gallery.
3. 1. Create a new caption label “***Employee - ”*** and add the   
    following captions with the new label as noted:  
   2. “***Maria Ann Vitalia***” above the photo on Page 2.  
   3. “***Georgia McCall, Director***” under the photo on Page 5.   
   4. Replacing the [TOF] placeholder, insert a Table of Figures  
    using Formal format and page numbers on the right margin  
    with a dotted leader line.
4. Save the theme of this document as “***TTOO***”.
5. Save and close the file.

### EMPLOYEE MANUAL

Revised:

Authored and approved by:

[President]

Hector Vitalia, Director of Operations

Barbara Jefferson, HR Director

# The Story Behind Two Trees Extra Virgin Olive Oil

With the advent of modern machinery and improved organic farming techniques, Two Trees Olive Oil has continued to raise the bar in extra virgin olive oil production - winning awards year after year for flavor, quality, innovation, and environmental consciousness. Not to mention, we consider our 3,000 employees worldwide to be part of a large, extended family, and have consistently improved working conditions and benefits, to ensure their happiness and job satisfaction. We feel fortunate to be able to put 5 percent of the total sales from our olive oil back into employee development programs such as continued education. In addition, another 5 percent of our olive oil sales goes directly to charitable social, environmental, animal welfare, and human rights causes.

Our goal for the future is to continue to expand our oil varieties, while adding other delicious and inspired products to our recently developed and wildly successful bread and cracker line. In addition, we constantly strive to be the kind of company my grandparents would expect us to be, by giving back to our families, our people, and the world, because at the end of the day, these are the things that matter most.

Thank you for your interest in Two Trees Olive Oil. We hope you enjoy our products and invite you to send us your comments and suggestions by email to feedback@twotreesoliveoil.com.

Sincerely,

Maria Ann Vitalia & the Entire Vitalia family

# SECTION 1: INTRODUCTION

This Manual is designed to acquaint you with Two Trees Olive Oil 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.

# Human Resources



## 1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## 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).

[TOF]