

LEZEVACH CLUB CORPORATION

Corporate HR System & Employee Handbook

Comprehensive HR Policies for Catering & Hospitality Operations

1. Company Overview

Lezevach Club Corporation is committed to delivering professional catering, hospitality, and event services. This HR system manual establishes standardized policies, operational procedures, and employee guidelines to ensure compliance, professionalism, and operational excellence.

2. Mission and Vision

Mission: Deliver high-quality catering and hospitality services through excellent food, professional service, and memorable events.

Vision: Become one of the most trusted catering and event service providers in the industry.

3. Employee Code of Conduct

Employees must demonstrate professionalism, integrity, and respect in the workplace. Employees must follow company policies and treat colleagues and clients with courtesy.

4. Attendance and Work Schedule

Employees must follow assigned schedules. Attendance must be recorded daily. Repeated tardiness or absences may lead to disciplinary action.

5. Progressive Discipline Policy

The company uses progressive discipline to address employee violations.

Stage 1: Verbal Warning

Stage 2: Written Warning

Stage 3: Final Warning

Stage 4: Suspension

Stage 5: Termination

6. Termination Due Process

The company follows due process when implementing disciplinary actions.

1. Notice to Explain (NTE)
2. Administrative evaluation
3. Notice of Decision (NOD)

7. Data Privacy and Confidentiality

Employees must protect confidential information including company records, client details, financial information, and business strategies.

8. Zero Tolerance Policy

The company strictly prohibits harassment, theft, fraud, bribery, workplace violence, and substance abuse during work hours.

9. Employee Benefits Overview

Employees may receive government-mandated benefits, 13th month pay, and other company benefits depending on employment status.

EMPLOYEE CODE OF DISCIPLINE MATRIX

Violation	1st Offense	2nd Offense	3rd Offense
Tardiness	Verbal Warning	Written Warning	Suspension
Absence without notice	Written Warning	Final Warning	Termination
Insubordination	Written Warning	Suspension	Termination
Theft/Fraud	Suspension	Termination	Termination
Harassment	Suspension	Termination	Termination

HR FORMS AND TEMPLATES

Suspension Notice

SUSPENSION NOTICE	
Employee Name	
Department	
Date Issued	
Reason for Suspension	
Duration of Suspension	
HR Representative	
Employee Signature	Date

Notice of Decision (NOD)

NOTICE OF DECISION	
Employee Name	
Department	
Incident Reference	
Decision	
Effective Date	
HR Manager	
Employee Signature	Date

Termination Letter

TERMINATION NOTICE	
Employee Name	
Department	
Reason for Termination	
Effective Date	
Final Pay Processing	
HR Representative	

Employee Signature	Date
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Performance Evaluation

EMPLOYEE PERFORMANCE EVALUATION	
Employee Name	
Department	
Evaluation Period	
Work Quality	
Attendance	
Teamwork	
Supervisor Comments	
Employee Signature	Date

Employee Contract Template

EMPLOYMENT CONTRACT	
Employee Name	
Position	
Department	
Start Date	
Compensation	
Terms and Conditions	
Employer Signature	
Employee Signature	

Event Staff Attendance

EVENT STAFF ATTENDANCE SHEET	
Event Name	
Event Date	
Venue	
Staff Name	
Time In	

Time Out	
Supervisor Signature	

Catering Event Incident Report

CATERING EVENT INCIDENT REPORT	
Event Name	
Event Date	
Venue	
Staff Involved	
Incident Description	
Action Taken	
Supervisor Signature	Date

Payroll Authorization Form

PAYROLL AUTHORIZATION FORM	
Employee Name	
Department	
Pay Period	
Amount	
Authorized By	
Finance Signature	Date

Cash Advance and Liquidation

CASH ADVANCE & LIQUIDATION FORM	
Employee Name	
Purpose	
Amount Requested	
Date Released	
Expenses Breakdown	
Remaining Balance	
Finance Approval	

