

VORTEX ENDURANCE

HUMAN RESOURCES (HR)

COMPANY HANDBOOK 2020



Vortex Endurance
PSC 567 Box 6834
FPO AP 96384

VORTEX ENDURANCE HUMAN RESOURCES DIRECTIVE 2020

From: CEO, Vortex Endurance

To: Vortex Endurance HR Department Staff

Subj: Human Resources Company Directive

1. Purpose. This Human Resources (HR) Company Directive is promulgated in order to standardize company policies and operating procedures.
2. Effective Date. This Company Directive is effective the date it is signed and shall be reviewed no less than annually.
3. Scope. This Company Directive is designed to acquaint new and current employees alike with Vortex Endurance HR matters concerning processes and procedures governing the oversight of company management, hiring and recruitment, safety and security, discrimination and employee rights and record keeping and other documentation. It is applicable to all company personnel and is designed to assist HR staff, departmental managers and company leadership with achieving high levels of efficiencies and productivity.
4. Action. All Vortex Endurance personnel shall comply with the provisions set forth in this directive and maintain the integrity of this publication by performing all duties to the best of their abilities and as professionals.
5. Certification. Reviewed and approved this date.

D. E. PETERSON

CEO, Vortex Endurance

Distribution: Human Resources Department
Mass Distribution

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GENERAL

1001. Purpose: This directive serves to provide general information regarding Vortex Endurance (also referred to as the Company) Human Resources matters concerning Company processes and procedures governing the oversight of management, hiring, safety and security, discrimination and employee rights and record keeping and other documentation. It is applicable to all company personnel and is designed to assist HR staff, departmental managers and company leadership with achieving high levels of efficiencies and productivity.

1002. Goals: To establish and maintain employee motivation and incentivize through the transparency of company policies, procedures and practices regarding human resource matters that include but are not limited to management and equal opportunity for all company staff.

1003. Human Resources Assessment Approach: The following is the process for the Company's approach to HR assessment

Human Resources Developmental Assessment Approach

Step 1

Direct and indirect observation of billet specific knowledge, skills and abilities (KSA)

Step 2

Employee and departmental management interview

Step 3

Employee and departmental survey of billet KSA, employer/employee expectation and workloads

Step 4

Analyze survey data collected and prioritize critical KSA requirements

Step 5

Develop method of assessment for prioritized billet specific KSA

1003(a): In order to disseminate policy changes, publish vital information and ensure complete transparency the company shall utilize directives and memorandums as described below:

Company Directives are used when there is a company policy, regulations of mandate change that is a result of federal, state or local laws. This directive shall detail the provisions set forth and how the company intend to implement and endorse compliancy. Company Directives are numerically identified by beginning with 001 followed by the four digit year it was published.

Company Memorandums are used to publish and disseminate internal company policy changes that directly result from but not limited to violations of employee standards of conduct, safety and security concerns, discriminatory and/or harassment complaints.

1003(b): Audit Checklists and Corrective Action Plans (CAPs) are identified, developed and derived from utilizing the Human Resources Assessment Approach. Each of the following will have a audit checklists and CAP: management, hiring and recruitment, safety and security, discrimination and employee rights and record keeping and other documentation that shall be used to ensure company policy compliance and equal opportunity employment.

MANAGEMENT - STANDARDS OF CONDUCT

2001. Vortex Endurance is an equal opportunity employer, committed to providing equal employment opportunities to all employees and applicants. It is Vortex Endurance vision to eliminate all discriminatory practices by establishing and implementing departmental audit checklists and corrective action plans before situations arise and in order to minimize reaction time to address issues immediately.

2001(a). Affirmative Action processes and procedures have been developed to ensure Vortex Endurance maintains the highest level of integrity and compliancy with providing equal employment opportunity by achieving and maintaining a diverse workforce and appropriate representation of qualified minorities within all departments and at all levels of management.

2001(b). Problem Resolution and Reporting through the use of the company Interactive Employee Evaluation System (IEES). The IEES is a computer based system designed to afford company staff the opportunity to convey grievances, complaints and suggestions either by making oneself known or anonymously. The IEES is not mandated nor is it intended to detract any staff member from addressing grievances, complaints or suggestions with their immediate supervisors and/or department managers. Regardless of method used the intent is to ensure that the company maintains open lines of communication with all its staff and allows for each voice to be heard without prejudice or repercussions.

All grievances and complaints will be investigated by impartial and qualified internal personnel unless the situation and circumstances warrant external expertise and involvement. Any outcome resulting from an investigation into a grievance or complaint that finds an employee to be in violation of company policy will be subject to appropriate disciplinary action, up to and including termination of employment.

2002. Job Status

2002(a) Full-Time Employee: Employees regularly scheduled to work at least thirty-two (32) hours per week are considered to be full-time employees. Full-time employees eligible for all benefits to include but not limited to paid time off, sick leave and professional education tuition reimbursement.

2002(b) Part-time Employee: Employees regularly scheduled to work less than thirty-two (32) hours per week are considered to be part-time employees. Part-time employees will not be eligible for certain employee benefits such as paid time off, sick leave. However, part-time employees may be eligible for other employee benefits such as but not limited to partial professional education tuition reimbursement and the option to participate in the company 401(k) Retirement Savings Plan.

HIRING

3001. In accordance with the United States Immigration Law (I-9), Vortex Endurance is committed to employing "ONLY" United States citizens and aliens authorized by the United States Government to work in the United States. Vortex Endurance does not unlawfully discriminate on the basis of citizenship or national origin.

3002. Pay Practices

3002(a). The company corporate standard work week is defined as 8:00 a.m. to 8:00 p.m., Monday through Friday and 9:00 a.m. to 5:00 p.m. on Saturday and Sunday. Hours worked beyond a forty (40) hour work week is used calculate overtime. Shift schedules may vary based on seasons, climate and departmental requirements.

3002(b). Vortex Endurance payroll is calculated weekly and employees are compensated bimonthly. The pay period begins on Monday and ends fourteen days thereafter with payroll checks being issued on the 1st and 15th of every month.

SAFETY AND SECURITY

4001. Vortex Endurance is committed to providing all employees a workplace free from unlawful practices of discrimination, this includes harassment and retaliation against other employees. The company has a zero tolerance for any type of harassment to include but not limited to verbal or physical. Other forms of harassment that are not tolerated include psychological harassment due to race national origin, religion, sex or physical/mental disability.

The company defines its workplace as all areas which the company and company staff work in and or around to include office spaces, company common areas, and all areas associated with outdoor activities.

4002. Any job related injury or illness resulting from work related conditions shall be reported and covered under Workers' Compensation. All job related injuries or illness regardless of severity must be reported immediately to the first supervisor or manager within your department. Failure to report an accident or injury at the time of incident may affect eligibility of Workers' Compensation benefits. Company workers' compensation processes, procedures and eligibility of benefits are mandated by law.

DISCRIMINATION AND EMPLOYEE RIGHTS

5002. The company has established mandated training for all Vortex Endurance employees. At a minimum all employees shall receive training on company policies, procedures, directives and memorandums regarding discrimination, harassment, labor laws and employee rights. Emphasis will be placed on the process, procedures and methods for reporting grievances, complaints, concerns and suggestions.

Supervisors and managers are required to undergo semi-annual training and be certified in the areas of company HR reporting policies and procedures. Failure to maintain certification may result in restriction of billet specific responsibilities and or administrative notice annotated within personal records.

RECORD KEEPING AND OTHER DOCUMENTATION

6001. Vortex Endurance does not provide employee records, personal information or requests for references not mandated by law or without written consent from former employees. If required by law or written consent is reviewed the company shall provide dates of employment, ending salary and job title. The company will not disclose any internal administrative or disciplinary information about former employees unless mandated by law.

6002. The company shall maintain a read board that is clearly displayed within immediate eye sight upon entering into each office workspace. Each read board shall provide material on company policies, labor laws and departmental rules and regulations that all employees are required to be familiar with. All managers are responsible for ensuring their assigned department read board is up-to-date and current.

**Vortex Endurance Departmental
Corrective Action Plan (Management Template)**

PAGE OF

DEPARTMENT		MANAGER RESPONSIBLE	DATE OF INITIATION
MANAGEMENT			
CATEGORY / AREA OF FOCUS:			
EQUAL OPPORTUNITY			
AFFIRMATIVE ACTION			
PROBLEM RESOLUTION AND REPORTING			
JOB STATUS			
FULL-TIME EMPLOYEE			
PART-TIME EMPLOYEE			
RESOURCES REQUIRED:			
REMARKS			
<i>I CERTIFY THAT ALL ENTRIES ABOVE HAVE BEEN DISCUSSED WITH DESIRED OUTCOMES IDENTIFIED AND/OR ACHIEVED.</i>			
DEPARTMENT SUPERVISOR(S) SIGNATURE:		EMPLOYEE STAFF	
(TIME & NAME)		(TIME & NAME)	

**Vortex Endurance Departmental
Corrective Action Plan (Hiring Template)**

PAGE OF

DEPARTMENT	MANAGER RESPONSIBLE	DATE OF INITIATION
HIRING		
CATEGORY / AREA OF FOCUS:		
IMMIGRATION LAW I-9		
PAY PRACTICES		
STANDARD WORK WEEK		
PAY PERIOD		
RESOURCES REQUIRED:		
REMARKS		
<i>I CERTIFY THAT ALL ENTRIES ABOVE HAVE BEEN DISCUSSED WITH DESIRED OUTCOMES IDENTIFIED AND/OR ACHIEVED.</i>		
DEPARTMENT SUPERVISOR(S) SIGNATURE: (TIME & NAME)	EMPLOYEE STAFF (TIME & NAME)	

**Vortex Endurance Departmental
Corrective Action Plan (Safety and Security Template)**

PAGE OF

DEPARTMENT	MANAGER RESPONSIBLE	DATE OF INITIATION
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SAFETY AND SECURITY					
CATEGORY / AREA OF FOCUS:					
DISCRIMINATION AND HARASSMENT PREVENTION					
WORKERS' COMPENSATION					
RESOURCES REQUIRED:					
REMARKS					
<i>I CERTIFY THAT ALL ENTRIES ABOVE HAVE BEEN DISCUSSED WITH DESIRED OUTCOMES IDENTIFIED AND/OR ACHIEVED.</i>					
DEPARTMENT SUPERVISOR(S) SIGNATURE:			EMPLOYEE STAFF		
(TIME & NAME)			(TIME & NAME)		

**Vortex Endurance Departmental
Corrective Action Plan (Discrimination and Employee
Rights Template)**

PAGE OF

DEPARTMENT	MANAGER RESPONSIBLE	DATE OF INITIATION
DISCRIMINATION AND EMPLOYEE RIGHTS		
CATEGORY / AREA OF FOCUS:		
DISCRIMINATION AND HARASSMENT		
ANNUAL TRAINING AND EDUCATION		
SUPERVISOR ANDN MANAGER TRAINING		
RESOURCES REQUIRED:		
REMARKS		
I CERTIFY THAT ALL ENTRIES ABOVE HAVE BEEN DISCUSSED WITH DESIRED OUTCOMES IDENTIFIED AND/OR ACHIEVED.		
DEPARTMENT SUPERVISOR(S) SIGNATURE: (TIME & NAME)	EMPLOYEE STAFF (TIME & NAME)	

**Vortex Endurance Departmental
Corrective Action Plan (Record Keeping and Other
Documentation Template)**

PAGE OF

DEPARTMENT	MANAGER RESPONSIBLE	DATE OF INITIATION
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RECORD KEEPING AND OTHER DOCUMENTATION		
CATEGORY / AREA OF FOCUS:		
EMPLOYMENT REFERENCES		
COMPANY READ BOARD		
RESOURCES REQUIRED:		
REMARKS		
<i>I CERTIFY THAT ALL ENTRIES ABOVE HAVE BEEN DISCUSSED WITH DESIRED OUTCOMES IDENTIFIED AND/OR ACHIEVED.</i>		
DEPARTMENT SUPERVISOR(S) SIGNATURE: (TIME & NAME)	EMPLOYEE STAFF (TIME & NAME)	

VORTEX ENDURANCE

COMPANY CONTACTS

Human Resources Management

Email

(xxx) xxx xxxx

Equal Opportunity Manager

Email

(xxx) xxx xxxx

Payroll Management

Email

(xxx) xxx xxxx

Facility Security Manager

Email

(xxx) xxx xxxx