



Excerpts taken from Uncle Bill's Employee Policy Manual

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WELCOME

It is a pleasure to welcome you to Uncle Bill's and to wish you success in your new job. We hope that you will quickly feel at home.

Starting a new job is an important event and means as much to us as it does you. Whatever position you hold on our team is important. We have built our company over the last 34 years from a one-room, one-man shop, to a thriving corporation servicing all of the Cayman Islands.

When Uncle Bill, all those years ago, invested his life savings in 20 cases of paint, ten windows, a few post cards, and the Philip Morris distributorship, he never imagined that he would one day be a leader in these very industries...well, except for the postcards! From the company's humble beginnings in the family home, to this modern facility, we have always endeavoured to advance our offerings. This growth was fostered through employee-management teamwork, cooperation, and service. Your commitment to these ideals is absolutely necessary to our mutual success.

An interesting and challenging experience awaits you as an employee of Uncle Bill's. It is up to you to make the job as satisfying as you wish. As you will see in this booklet, we offer numerous tools to help you grow and find fulfilment in your employment with us.

Please read your handbook carefully and keep it for future reference. We wish you much success in your position and hope that your employment relationship with us will be a rewarding experience.

INTRODUCTION

With the publication of this booklet, your management endeavours to take another step forward in our continuing effort to maintain a close informative relationship among those who work together at Uncle Bill's.

For our new employees, this booklet will introduce our organisation to you and provide information about our various benefits and policies, which apply to you as an employee. For those who have been with us, this booklet contains the current status of our benefits and policies. These benefits and policies have been developed over the years as a result of our effort to constantly improve the employment conditions for all our employees.

Since the cost of the benefits provided to our employees, along with salaries, must be paid for out of the revenue derived from the sale of our products, the performance of each and every employee is critical to the continuation of these benefits.



For these reasons, we believe it is important that you should know about the policies, benefits, and opportunities available to you, as well as the duties and responsibilities of your job.

From time-to-time, some of the policies included in this booklet may change. When such changes have been properly determined, they will be brought to your attention through written communications or bulletin-board announcements. Our bulletin board is also used to communicate other matters of importance for your attention.

It is our hope that you will enjoy working here and that you will be able to advance steadily as you make yourself more valuable to the company to our mutual benefit.

This book is not to be construed or intended as a contractual agreement.

A WORD TO ALL MANAGERS

You will be expected to familiarise yourself intimately with this policy manual and the laws that support it; namely, the Labour Law, the Immigration Law, the Pension Law, and the Health Insurance law. You will need to know these documents well in order to guide your staff effectively and to respond to their queries and frustrations.

OUR VISION

Our vision is to provide a pleasant and supportive working atmosphere that employees are zealous to greet each working day with enthusiasm, guardianship, and loyalty. We will use state of the art technology, cutting edge industry systems and services, and original product lines to the degree that we ultimately envision a locally owned business that generates supreme customer satisfactions.

MANAGEMENT'S COMMITMENT

Management is committed to providing:

1. a work environment plus effective leadership which unites employees and generates enthusiasm for the company and our products and services;
2. the highest standards of business ethics;
3. an understanding of the importance of the employee's role in the company's success;
4. training and opportunities for advancement; and
5. a recruitment process that ensures the selection of highly capable and motivated employees.



ORIENTATION AND TRAINING

Unlike many organisations who designate only the first few days of a new employee's job as an orientation period, Uncle Bill's considers this adjusting interval as critical to each new employee's ability to adapt comfortably to their new surroundings. Therefore, our orientation period is substantially longer and allows for a smooth transition into the training period. The length of your orientation period depends upon your position, and is as follows:

Management Personnel:	4 weeks
Non-management Personnel:	2 weeks

Your participation in the orientation program will be guided by your immediate manager and supplemented by various members of your department and other departments. During this program, you will receive important information regarding performance requirements of your position, basic company policies, benefit programs, plus other information necessary to acquaint you with your job and the company. You will also be asked to complete all necessary paperwork at this time for benefit plan enrolment forms.

Please use this orientation program to familiarise yourself with the company, your colleagues, and our policies and benefits. We encourage you to ask any questions you may have during this time so that you may understand all the guidelines that affect and govern your employment relationship with us.

Additionally, regardless of the position you are filling, be sure to use this time effectively to acquaint yourself with the merchandise we carry. Your performance at Uncle Bill's, to some degree will be influenced by your level of product knowledge. Therefore, you are expected to use this time to discover the range of merchandise we carry.

