



Welcome

Thank you for choosing Flashbay!

We're delighted you've decided to join us and be part of this exciting, growing and energetic business. This presentation will provide you with the information you'll need to thrive in this business. We are confident this will be the start of a very rewarding career.

Steve Webster – CEO

Marie McLaughlin – HR Manager



About Flashbay

Flashbay is the World's No. 1 business-to-business (B2B) supplier of logo branded Promotional Technology products.

From the smallest schools to the largest multinationals, we offer an attractive range of designs within our Memory, Power and Audio categories, offering unbeatable prices coupled with fast and efficient service.

Our product lines include Flash Drives, Power Banks, Speakers, Headphones and a host of related technology products and accessories which allow our customers the unparalleled ability to promote their brands with confidence on the global stage.





Key People

The Senior Team

Steve Webster – CEO

Shane O’Neill – Finance Director

Marie McLaughlin – HR Manager

Therese Sande – Global Sales
Director

Key Contacts

Parissa Kamal – HR Coordinator

Sylwia Struj – HR Administrator

Brigitta Kovacs – Office Coordinator

Erwin Emmanuel – IT Manager

Radek Friedrich – Aftersales & Warehouse
Supervisor



Salary and Benefits

Salary and Commission

Salary

You will be paid on a monthly basis for each calendar month.

You will be paid on the last Friday of each month.

Commission

- Commission payments are paid one month in arrears.
- Details of your commission scheme and targets will be communicated to you at the beginning of each month.
- All permanent sales staff members must achieve their Minimum Profit Expectation (MPE)
- Failure to do so will result in the disciplinary procedure being instigated.

Please see Commission Policy and Sales Manual for further information



Salary and Benefits

Benefits

Perkbox

Corporate Gym Membership at ONE LDN

Free lunch on the last day of every month

Cycle to workscheme

Quarterly Social Events

Pension





Probation

As part of your employment with Flashbay, you will be subject to a six month probationary period.

Set Objectives

At the start of your employment you will be set clear and measurable objectives. You must hit your MPE a minimum of 3 times during your 6 month probation in order to successfully pass.

Feedback&Support

You will receive on-going feedback from your manager. This may be in the form of a formal review or informal feedback.

You will also receive coaching and feedback where necessary. If you feel you require extra support or support in a specific area, please inform your manager.

Final Probation Review

At the end of your probation you will be invited to a formal probation review meeting with your line manager and HR.

We want you to succeed, so please let your manager know if you require any additional support.



Company Information

Annual Leave and Public Holidays

Details of your annual leave entitlement can be found in your contract of employment – you are entitled to 28 days per annum inclusive of public holidays. If you wish to book annual leave, then please request this through your manager who will approve/reject based on team resource etc. Make sure you get annual leave approved by your manager before booking any holidays etc.

Please note – Sales employees follow the public holidays in their respective sales territory. So if there are UK public holidays that are not public holidays in your sales territory you are required to be on duty unless you have been approved for holiday on that day through our normal holiday application procedure.

Your annual leave year runs April 1st to March 31st – make sure you manage your annual leave effectively as any time not used will be lost.

Medical Appointments

Medical and dental appointments should be made outside of your normal working hours or during annual leave. However medical leave can be granted for up to 2 hours during the first or last 2 hours of your standard working day if urgent. You will be required to present your appointment card to HR after the appointment.

Antenatal appointments are an exception from this rule.



Company Information

Absence

The Company values good attendance at work and is committed to improving the general wellbeing of its employees to achieve this. Although we aim to secure regular attendance, we do not expect employees to attend when they are unwell. However, we do monitor absence levels and address in line with the Disciplinary Policy. As a general rule, three occurrences of sickness absence in a six month period would be deemed excessive.

If you are unable to attend work due to sickness or injury, you must notify your in line manager prior to your normal start time, or as soon as possible by sending an email to them and attendance@flashbay.com. The reason of absence shall be indicated alongside with the date of return where possible.

A Return To Work form will be completed with HR each time you're unable to attend work. Discretionary Company Sick Pay may be payable upon completion of six month's service.

If you are unable to attend work on time, you must send an email to your line manager and attendance@flashbay.com prior to your normal start time. We do monitor timekeeping and we will address consistent lateness in line with the Disciplinary Policy.

Normal Hours of Work

Normal working hours are defined by your line manager. Any variation to normal working hours should be agreed with your manager and HR.

Your daily working hours are inclusive of a 45 minute lunchbreak and 2 separate 10 minute breaks.



Company Information

Company Sick Pay

All employees who have successfully passed probation are entitled to a maximum of 5 days Company Sick Pay (CSP) per 12 month rolling period. During the probation period sick days are unpaid.

Company sick pay is entirely at the discretion of the Company. Please see the Employee Handbook for further information.

Company Handbook, Policies and Manuals

Please familiarise yourself with the Employee Handbook and related policies: on the Flashbay Wiki.

If you need any clarification please speak with a member of the HR Team.



Company Information

Protecting our brands

This company prides itself on strong business ethics and requires all its employees to work with the same values.

Conflict of Interest

If you have another business interest, this should be declared to HR.

Press

No employee is permitted to talk to the press without consent from the Directors.

Selling Standards

Our selling standards policy prohibits any misrepresentation of our products or services.



Company Information

Company Property

In order for you to be effective in your job, you will be issued with equipment e.g. computer, phone etc. We ask that you respect this property and report any loss or damage immediately to the IT department. If you are having any technical issues, this should also be reported to IT.

Technical issue reporting procedure:

1. Check the issue with your Group Leader / Manager
2. Check the IT Support page on the Wiki: http://wiki.flashbay.com/index.php/IT_Information
3. If the issue is still unresolved, please contact IT Support via the IT Help UK Slack Channel
4. A member of the IT support team will be assigned to resolve your issue

The Company reserves the right to deduct the cost of replacement equipment from any money (e.g. salary) owed to the Employee.

Company equipment may only be used for business purposes.



Company Information

E-mail, Internet and Phones

In order to protect our business operations, it's essential for us all to take certain precautions to protect our servers, bandwidth and data.

- Workstations should be locked when unattended and properly shut down at the end of every working day.
- You must not share your passwords with any other employee.
- Emails are monitored and stored by IT for seven years. Internet use is also monitored and stored.
- Email etiquette should be adhered to at all times.
- No games or music should be played on company equipment. Use of personal e-mail for work purposes is not permitted.
- Misuse of these facilities could lead to disciplinary action being taken.

For more information please refer to our Information Technology Usage Policy.



Pension Scheme

Flashbay Ltd will be using The People's Pension as our workplace pension scheme for automatic enrolment.

We will automatically enrol you into The People's Pension if, after a period of 3 months from your hire date, you are:

- Aged at least 22 but are under State Pension Age
- Earning more than £10,000 a year (£833 a month or £192 a week)
- Not already an active member of a qualifying workplace pension scheme with us
- Working, or usually working in the UK

The payments into your pension will be:

- Your contribution = 3% of qualifying earnings
- Our contribution = an amount equal to 2% of qualifying earnings