



# Employee Induction

London Office and Warehouse





# Welcome

We're delighted you've decided to join us and be part of this exciting, growing and energetic business. The purpose of this presentation is to provide you with the information you'll need to thrive in this business.





# About Flashbay

**Flashbay is the World number one business to business supplier of logo branded USB Flash Drives and USB Cards.**

**From the smallest schools to the largest multinationals, Flashbay caters for all USB Flash Drive requirements, offering unbeatable prices coupled with fast and efficient service.**

**We sell a wide range of memory capacities and offer customers a variety of logo branding options.**

**Our services also include data preloading, AutoRun functions and other clever solutions too.**



# Key People

## The Senior Team

- **Philip Schlossstein** - Company Founder
- **James Roberts** - Company Founder
- **Steve Webster** - Managing Director  
steve@flashbay.com

## Sales Team Management

- **Ralf Bamming** (DE, DK, FI, IT, NL, NO, PL, SE) - Sales Director  
ralf@flashbay.com ext.8101
- **Lewis Caley (UK)** - Sales Manager  
lewis@flashbay.com ext.8003
- **Arnaud de Bettignies**  
(FR, ES, PT) - Assistant Sales Director  
arnaud@flashbay.com ext.8201



# Key People

## KEY CONTACTS

- **Nikoletta Porgye** - Office Coordinator  
nikoletta@flashbay.com ext.1108
- **Erwin Emmanuel & Gareth James** - IT Support  
itsupport@flashbay.com ext.1301
- **Anastasija Goreva** - Aftersales Manager  
anastasija@flashbay.com ext.1103
- **Radoskaw Friedrich** - Aftersales and Warehouse deputy supervisor  
radoslaw@flashbay.com ext.1102
- **Accounts Team** - UK  
accounts.uk@flashbay.com



# 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.

## 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 manager and a member of the HR team.

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



# Salary and Benefits

## Salary, Bonus and Commission

### Salary

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

### Bonus

Discretionary bonuses may be paid to non-sales employees at points throughout the year.



# Commission Overview

- All permanent sales staff members must achieve their Minimum Profit Requirement. Failure to do so will result in the disciplinary procedure being instigated.
- Sales staff members must achieve a minimum of 30% Minimum Profit Requirement derived from new business in a given month in order to satisfy their MPR.
- Sales staff members who are on probation are exempt from this requirement and will be entitled to commission regardless of whether MPR is achieved or not.

Please see Commission Policy and Sales Manual for further information.





# Salary and Benefits

## Childcare Vouchers

Childcare vouchers can be used to pay for all registered forms of childcare. This scheme allows an agreed sum of an employee's salary to be exchanged for childcare vouchers. The vouchers may be exempt from tax and National Insurance contributions.

For more information, visit: [Employee Extras](#)

If you decide to join the scheme, visit the login page (ID: FLAS0521)

## Cycle to work scheme

Flashbay offers a Cycle to Work scheme, whereby the Company may purchase bicycles for employees seeking to commute to work by bike, on the agreement that the employee then repays the cost by hiring the bike over a 12-month period. This may result in savings on tax and National Insurance depending upon your personal circumstances.

For more information, visit: [Employee Extras](#)



# 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 run April 1<sup>st</sup> to March 31<sup>st</sup> – 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 (except antenatal appointments).



# 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 the Office /HR team **via a telephone call** no later than 30 minutes after your normal start time, or as soon as possible, on the first day of absence, giving the reason for your absence and indicating a date of return where possible.

A Return To Work form will be completed with your manager or 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 contact the Office/HR team via telephone call prior to your normal start time.

## 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 lunch break and 1 further break.



# Company Information

## Company Sick Pay

Company sick pay is entirely at the discretion of the Company. Discretionary Company sick pay may be payable upon completion of six month's service. 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.



# Key Policies

- **Bullying and Harassment policy** – Bullying or harassment will not be tolerated under any circumstances by employees, visitors or customers.
- **Probation policy** – We recognise that a supportive probation process is vital in providing the appropriate level of support and training for new members of staff on commencement of their employment.
- **Disciplinary policy** – To ensure that employees understand the behaviour that is expected of them, to highlight unacceptable levels and patterns of behaviour. The policy outlines how such issues will be addressed.
- **Grievance policy** – To ensure that any grievances are dealt with appropriately, fairly, consistently and in a timely manner.



# 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](http://wiki.flashbay.com/index.php/IT_Information)
3. If the issue is still unresolved, please email: [itsupport@flashbay.com](mailto:itsupport@flashbay.com)
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, its 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 = 1% of qualifying earnings
- Our contribution = an amount equal to 1% of qualifying earnings



# Your HR Team

**Lucy Gregory**  
HR Manager

Email: [lucy@flashbay.com](mailto:lucy@flashbay.com)  
Ext No: 1109

**Silvia Gastaldello**  
Recruitment and HR  
Coordinator

Email: [silvia.g@flashbay.com](mailto:silvia.g@flashbay.com)  
Ext No: 1105