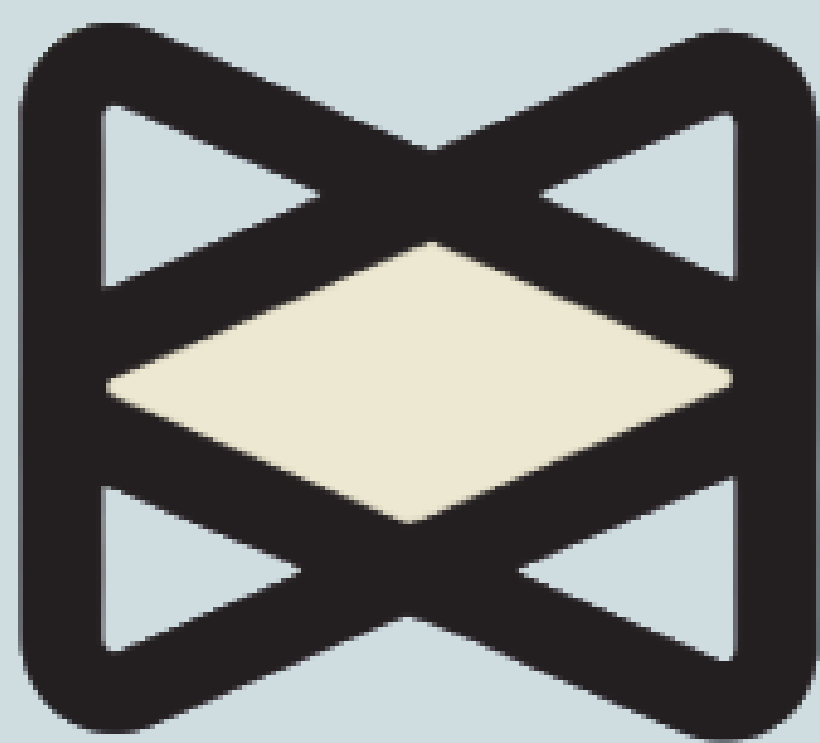




setta

# HANDBOOK

Understanding Employment at Setta

# Table of Contents

## About the Organization

|                                                    |    |
|----------------------------------------------------|----|
| 1.1 History of Setta .....                         | 05 |
| 1.5 Our Mission .....                              | 05 |
| 1.6 HR Mission .....                               | 05 |
| 1.2 Management Philosophy .....                    | 06 |
| 1.3 Policies and the Employee Handbook .....       | 06 |
| 1.4 Our Vision. Policy and Procedures Manual ..... | 06 |

## Employment

|                                             |    |
|---------------------------------------------|----|
| The Nature of Employment .....              | 08 |
| Employee Relations .....                    | 08 |
| Recruitment Policy .....                    | 09 |
| Selection Procedure .....                   | 09 |
| Training .....                              | 10 |
| Induction .....                             | 10 |
| Probationary Period for New Employees ..... | 10 |
| Outside Employment .....                    | 11 |
| Equal Employment Opportunities .....        | 12 |

## Employee Status and Records

|                                            |    |
|--------------------------------------------|----|
| 4.1 Employment Categories .....            | 16 |
| 4.2 Worker’s Classification .....          | 16 |
| 4.3 Personnel Information Management ..... | 17 |
| 4.4 Personnel Data Change .....            | 17 |
| 4.7 Employee Evaluation .....              | 18 |

## Employee Benefits

|                               |    |
|-------------------------------|----|
| 5.1 Employee Benefits .....   | 20 |
| 5.2 Holidays .....            | 20 |
| 5.3 Paid Family Leave .....   | 21 |
| 5.5 Employee Motivation ..... | 21 |

# Table of Contents

## Office Policies

- 7.1 Dress Code ..... 23
- 7.2 Personal Communications ..... 24
- 7.1 Gift or Gratuities ..... 28
- 7.4 Food in the Office ..... 29
- 7.5 Use of Equipment ..... 29
- 7.6 Emergency Closures ..... 30
- 7.7 Visitors in the Workplace ..... 31
- 7.8 Threats in the Workplace ..... 31

## Health, Safety, and the Environment

- 8.1 Health ..... 33
- 8.2 Safety ..... 34
- 8.3 Smoking ..... 35
- 8.4 Alcohol, Drugs (& Other Substances of Abuse) ..... 35
- 8.5 Workplace Injury Management and Worker’s Compensation ..... 36

## Employee Conduct & Discipline

- 9.1 Employee Conduct and Work Rule ..... 38
- 9.2 The Daily Work Day ..... 39
- 9.3 Workspace Polices ..... 40
- 9.4 Disciplinary Actions for Violation of Policies ..... 41
- 9.6 Conflict Resolution ..... 45
- 9.7 Suggestion Program ..... 46

The image features a light blue background with decorative geometric patterns in the corners. The top-left and bottom-right corners contain clusters of triangles. Some triangles are solid-colored in shades of yellow and white, while others are outlined in dark brown. The triangles are arranged in a way that suggests a larger, repeating pattern.

# About Setta

# History of Setta

Setta, founded in October 2025, focuses on keeping your spaces clean and organized. The Setta mat uses a magnetic core and magnetic stickers to keep your products upright and in place. Made from recycled silicone, it's water-resistant, heat-safe, and easy to clean. With multiple sizes and colors, Setta mats help you organize and elevate any space—from bathrooms to dorms to classrooms.

## Our Mission

To simplify organization with flexible solutions that streamline everyday life.

## HR Mission

To strengthen teamwork through clear communication that improves daily efficiency.



# Management Philosophy

Setta's management philosophy focuses on making simple, high-quality products that are reliable and built to last. Quality is our top priority, and we work hard to meet strong standards. We look for team members who are motivated, responsible, detail-oriented, and ready to work together. By staying committed to our goals, we deliver dependable products customers can trust.

## Policies & Procedures

The Setta employee handbook provides what protocol will be followed in the administration of company policies, and assists all the employees in defining each human resource decision and the correct procedure to be followed accordingly.

## Vision

To become a leading organization brand by offering quality, sustainable magnetic mats that meet customer needs.



# Employment



# The Nature of Employment

At Setta, we want every team member to understand the nature of their employment in an open and straightforward way. Employment with Setta is completely voluntary and follows an “at-will” structure. This means employees are free to resign at any time, with or without a reason, and the company may end employment at any time as well, with or without notice or cause, as long as all actions follow federal and state laws.

## Employee Relations

Setta is committed to fair conditions, competitive pay, and benefits that support employee well-being. Supervisors provide clear guidance and communication so everyone feels supported. When issues arise, Setta responds quickly and respectfully to maintain a positive workplace. We also protect open communication so employees feel heard and understand their rights, reflecting our values of Support, Encourage, Teamwork, Trust, and Authenticity.

# Recruitment Policy

At Setta, Human Resources leads the recruitment process to find the best candidates. We create clear job descriptions and follow a fair Recruitment Policy so every applicant is treated equally. Setta recruits both externally—through online job portals, print media, and consulting agencies—and internally through employee referrals and opportunities for current staff to transfer or move into new roles.

## Selection Procedure

When Setta posts a job opening, we follow clear internal and external steps to fill the role fairly. Applicants submit a resume, cover letter, and required documents. HR reviews all applications, selects a shortlist, and invites candidates to interview with HR and the hiring manager. Some roles may include a brief written or skills test. After interviews, the top candidate receives an offer letter with duties, salary, hours, and benefits. Once they accept, they begin the induction process (next page).

# Training

During onboarding, new employees learn **key policies, procedures, safety guidelines**, and the **skills** needed for their role. This process helps them feel supported and ready to do their best at Setta. After meeting their team, a **mentor** may be assigned based on their knowledge and department needs to ensure they get proper guidance.

# Induction

Setta uses a clear induction process to help new employees start strong and feel comfortable on day one. HR and the supervisor welcome them, show them their work area, and introduce them to the team.

# Probationary Period

All new employees start at Setta as **interns** for two months so we can assess their learning, work style, and team fit. HR may extend this period if needed. Once completed, the employee is fully onboarded with full responsibilities.

# Outside Employment

Setta employees may hold outside jobs as long as the work does not interfere with their responsibilities, performance, or availability within the company. Any secondary employment must be disclosed if it has the potential to affect an employee's focus, schedule, or ability to meet Setta's expectations. Outside work that directly competes with Setta or creates a conflict of interest is strictly prohibited.

Employees are not permitted to work in industries that overlap with or compete against Setta's products, services, or market position. Likewise, employees may not accept money, gifts, or any form of incentive from competing organizations or individuals seeking to influence Setta's business decisions. Such situations must be reported immediately to management.

To protect Setta's confidential information, all employees are required to sign a non-disclosure agreement (NDA) as a condition of employment. This ensures that proprietary ideas, product designs, internal documents, and operational methods remain secure both during and after employment.

# Equal Employment Opportunity

Our organization is committed to a workplace where everyone is treated fairly and has equal access to opportunity.

We value diverse backgrounds and perspectives because they drive teamwork, innovation, and strong problem-solving.

Leadership supports diversity through training, inclusive practices, and representation at all levels, including internal and external stakeholders.

We promote open communication, flexible work processes, and collaborative conflict resolution to ensure everyone can contribute and succeed.

This Code of Ethics outlines the principles and standards that guide all employees in maintaining a professional, respectful, and legally compliant workplace.

# Equal Employment Opportunity

## **Integrity and Honesty**

- Employees must act with integrity, honesty, and transparency in all business activities.

## **Respect and Fair Treatment**

- All individuals must be treated with dignity and fairness, without discrimination or harassment.

## **Confidentiality and Privacy**

- Client and company information must remain private and secure. This includes protecting personal data, payment details, and sensitive internal records.

## **Professional Conduct**

- Employees must avoid conflicts of interest, refuse all tips, gifts, or bribes, and maintain clear and ethical boundaries with clients and partners.

# Equal Employment Opportunity

## **Compliance With Laws and Regulations**

- All employees must follow applicable local, state, and federal laws, as well as organizational policies and industry standards.

## **Accountability**

- Employees are responsible for their actions and must report unethical behavior or policy violations to appropriate leadership.

## **Commitment to Diversity and Inclusion**

- Staff must support a respectful, inclusive environment, actively contribute to teamwork, and uphold the organization's diversity goals.

## **Quality and Professional Excellence**

- Employees should work to the highest standards, continually developing skills and contributing to a culture of innovation and continuous improvement.

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# Employee Status and Records

# Employment Categories

Setta will operate like a real office, and all team members fit into different teams.

Full-time employees work the equivalent of 40 hours per week and may receive benefits such as training, equipment access, and performance incentives.

## Workers Classifications

Our company has two main levels of employee classification.

The first level is Chief Officers, who are responsible for leading the company and overseeing overall operations.

The second level includes Employees, who carry out daily tasks while maintaining company functions, and help maintain smooth operations in their assigned roles.

# **Personnel Information Management**

Our company maintains a personnel file for every employee. Each file contains documents related to your employment, including your signed company forms, certificates, tax forms, training records, performance-related documents, and other necessary employment records. Employees don't have direct access to their personnel file, but HR can provide specific information or documents upon request when appropriate.

## **Personal Data Change**

If any of your personal information changes such as your home address, phone number, emergency contact details, or education records. You are responsible for notifying the company ASAP. To update your information, please follow the company's set procedure: complete the Personnel Data Change Form, submit any required documents if applicable, and return the form to Human Resources.

# Employee Evaluation

This form explains how employees are evaluated across five performance criteria:  
Quality of Work: Ranges from inaccurate (0–10) to exceptional quality (41–50).

Quantity of Work: Evaluates workload output from rarely meeting goals to exceeding expectations.

Attendance: Measures reliability, from frequent absences to near-perfect attendance.

Communication: Assesses clarity, professionalism, and timeliness.

Initiative: Scores willingness to take ownership, from needing direction to being highly proactive.

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# Employee Benefits

# Employee Benefits

Benefits at Setta depend on employee classification and may include medical, dental, vision, or retirement plans. HR determines which benefits each employee is eligible for, and details will be listed in the employee handbook. Final decisions about what benefits the company offers are made by the leadership team.

## Holidays

Our company provides holiday time off based on commonly recognized U.S. national holidays. Each year, employees will receive the following days off: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. These holidays follow typical U.S. cultural and federal observances and give employees time to rest, celebrate, and spend time with family.

## **Paid Family Leave**

Employees who give birth are eligible for up to 12 weeks of maternity leave. Employees whose partner has given birth are eligible for up to 2 weeks of paternity leave. To apply for family leave, employees must submit a Leave Request Form to HR at least 30 days in advance when possible and provide any required documentation.

## **Employee Motivation**

We create a positive environment where ideas are valued, employees can take ownership of tasks, and teamwork is encouraged. To complement this, we offer external rewards such as recognition, certificates, and small incentives. Our Employee of the Month program allows supervisors to nominate outstanding workers each month, with HR and management selecting one employee to receive a certificate, a small reward, and public acknowledgment. Together, these strategies help employees feel appreciated, motivated, and connected to the company's goals.

The image features a light blue background with decorative geometric patterns in the corners. The top-left and bottom-right corners contain clusters of triangles in white, yellow, and light blue, all outlined in dark brown. The text "Office Policies" is centered in the middle of the page in a large, black, sans-serif font.

# Office Policies

# Dress Code

On trade show days, employees are required to dress in professional attire. For women, this includes blouses or button-downs, dress slacks or skirts (must be at least mid thigh or longer), and blazers. Appropriate footwear includes flats, professional heels, and dress shoes. For men this includes button down dress shirts, dress slacks, a tie, and dress shoes.

All other days allow for casual attire in alignment with the schools dress code. The following items will NOT be tolerated:

- Unsafe clothing or accessories
- Revealing or inappropriate clothing
- Clothing with rude, profane, or harmful messages
- Items showing drugs, alcohol, or illegal behavior
- Anything promoting gangs
- Clothing that exposes undergarments
- Anything that disrupts the school environment

Failure to follow the school dress code may result in disciplinary action, and students may be required to change into appropriate attire provided by the school.

# Personal Communication

Setta maintains professional standards for employees. All policies apply to employees, interns, and student participants working in the office.

**Phone use policy:** Personal phone calls must be kept to a minimum during all work hours. Personal phone calls reduce productivity, and disrupt the professional environment of Setta.

- At Setta, Personal phone use is limited to emergencies only.
- Phones must stay on silent during work hours.
- Employees may not take personal calls during team meetings, customer interactions, or product demonstrations.

**Email Policy:** Email communication is important at Setta. Since emails can be legally reviewed and retrieved, all employees must use professional judgment when sending or receiving messages.

- Personal emails sent from company accounts should be limited and only done during breaks.
- Company email accounts may not be used for private business, side projects, or non-school-related communication.

# Personal Communication

## **Use of Company Letterhead & Branding:**

Any formal memo, official communication, or document representing Setta must use approved company branding.

Digital or printed materials requiring signatures or formal acknowledgment must be issued on Setta's official letterhead.

## **Archiving or Saving Emails:**

Emails containing product commercial content, research, or policy updates must be archived.

If an email must be permanently preserved, employees should:

- Save it in the designated company drive, or Print and file it in the appropriate Setta department documentation .

## **Prohibited Email Content:**

Emails that defame individuals or organizations  
Violate copyright/Reveal confidential business information/Damage Setta's reputation with customers, vendors, or community partners/  
Contain offensive, discriminatory, harassing, or inappropriate content. Spread rumors or gossip about colleagues or personal relationships.

# Personal Communication

## **Email Records & Access:**

Email records belong to Setta, not the individual employee.

Access is restricted and only granted to **HR & Admin**.

Access is always limited to employees needed to complete the task.

## **Impersonation & Unauthorized Use:**

Employees may not use another person's email account or company computer without explicit permission. Pretending to be another employee through email is strictly prohibited and considered a severe violation.

## **Excessive Use:**

Mass emailing, or non-work-related chain messages are not permitted. Excessive private use of email systems are also prohibited and may result in disciplinary action.

## **Consequences for Email Policy Violations:**

First offense results in a written warning.

Second offense results in loss of email privileges for designated tasks.

Major violations result in immediate report to HR and potential removal from company role.

# Personal Communication

## **Internet Use Policy:**

The internet access provided by Setta is primarily for business purposes such as product research, marketing development, product design, and operations.

## **Limited Private Use:**

Private internet is allowed only during designated breaks. It must not interfere with work performance, team meetings, or deadlines. Management may review internet activity to ensure usage is appropriate.

## **Prohibited Internet Activities:**

Employees may NOT do the following: Use company internet to visit inappropriate, offensive, or non-work-related websites. Stream non-work-related videos or music during work hours.

Engage in personal social media browsing during active work time.

## **Violations & Consequences:**

First offense: Verbal reminder.

Second offense: Written warning and restricted access.

Repeated or severe violations: Disciplinary action, or removal from sensitive project roles.

# Gift or Gratuities

Setta is committed to maintaining honest and professional relationships with all clients and suppliers, so any form of bribery or personal gain is strictly prohibited.

If an employee receives a gratuity, they must notify their supervisor immediately so it can be reviewed. Small tokens given as a genuine thank-you for work performed may be allowed, but they must still be reported and documented in the employee's file.

Employees are not permitted to give gratuities to clients or customers unless it is pre-approved by management for a legitimate business purpose. Failure to report gratuities, offering gifts without approval, or accepting anything that could be seen as a bribe may result in disciplinary action, up to and including termination.

## Food In The Office

Setta provides a scheduled lunch break from 11:40 to 12:15, and employees are expected to take their break during this time unless given approval for an adjustment. Food and drinks are not allowed in active work areas to maintain cleanliness and safety. Employees may eat only in designated break areas. For company special events, food and drinks of any kind are allowed.

## Use Of Equipment

Setta provides employees with the equipment they need to perform their jobs, and this equipment must only be used for work—not for personal use. Employees are expected to take proper care of all tools and follow safety guidelines at all times. If any equipment is damaged, defective, or in need of repair, employees must report it immediately to their supervisor so it can be fixed or replaced. Failure to report issues, or using equipment in a destructive, unsafe, or unauthorized way, may result in disciplinary action, up to and including termination.

# Emergency Closures

If Setta must suspend work in the office due to emergencies such as extreme weather, fires, power outages, or safety hazards, employees will be released from work for the day.

When operations are officially closed, the missed time is excused and employees will not be penalized for their absence.

If the office remains open and an employee cannot report to work due to unsafe conditions, they must notify their supervisor, and the time missed may be covered by available paid time off or counted as unpaid leave depending on the situation.

Missed work will get an extension based on days out of work.

# Visitors In The Workplace

Setta allows visitors in the workplace as long as they follow our safety rules. All visitors must sign in when they arrive and sign out when they leave so we can keep track of who is on-site. For safety reasons, children are not allowed in the workplace. These guidelines help us maintain a secure and productive environment for everyone.

# Threats In The Workplace

Setta does not tolerate any form of threats in the workplace. This includes verbal, written, or physical actions that make others feel unsafe or intimidated. Any behavior that could harm an employee's well-being or disrupt a safe work environment is taken seriously and handled immediately.

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# Health, Safety, and The Environment

# Health

Setta is committed to maintaining a healthy and safe work environment for all employees.

The company regularly reviews workplace conditions and conducts risk assessments to identify hazards and ensure safety standards are met.

Employees receive the proper information and training needed to work safely at all levels of the company. If an employee notices any unsafe practices, damaged equipment, or conditions that could harm staff, clients, or the public, they must report it immediately so corrective steps can be taken.

To protect everyone's health, employees should not come to work when sick and must follow reporting procedures for illness. Failure to follow these health and safety policies—such as ignoring hazards, refusing safety guidelines, or working while seriously ill—may result in disciplinary action, as safety is essential to Setta's work environment.

# Safety

Setta is committed to keeping the workplace safe, and the HR Department is responsible for overseeing all safety policies.

No weapons of any kind are allowed on company property, and any employee who sees an unsafe condition must report it immediately to HR or a supervisor.

In the event of an active shooter, employees must call 911 and follow emergency safety instructions.

Anyone who violates safety standards, ignores safety rules, or creates dangerous conditions may face disciplinary action, up to and including termination.

# Smoking

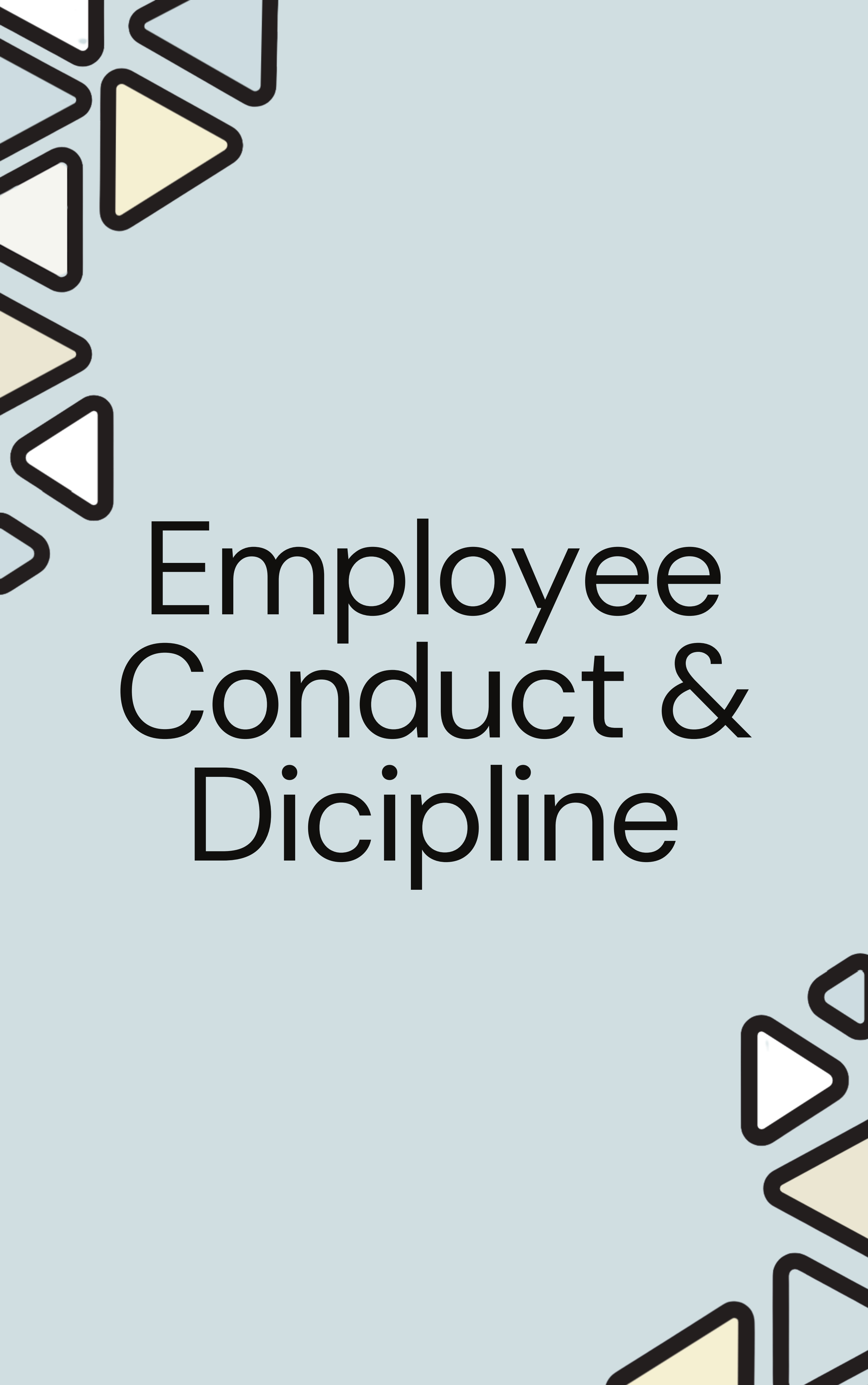
Setta does not allow smoking anywhere on company property, including inside the building, around entrances, or in any work areas. This rule also applies to vaping and all other tobacco or nicotine products. Anyone who violates this policy will receive disciplinary action, which may include warnings, write-ups, or further consequences if the behavior continues.

# Alcohol, Drugs (& Other Substances of Abuse)

Setta does not allow employees to drink alcohol or use drugs during work hours or on lunch breaks. Employees are also not permitted to come to work under the influence of alcohol, illegal drugs, or the misuse of prescription medication. Any behavior that affects safety, performance, or judgment is strictly prohibited. Employees who violate this policy will be removed from the worksite immediately and may face disciplinary action, up to and including termination.

# Workplace Injury Management and Worker's Compensation

Setta is responsible for providing a safe work environment and maintaining liability insurance to protect employees in the event of workplace injuries. If an employee is injured while performing job duties, they may be eligible for workers' compensation benefits, which help cover medical costs and lost wages. To receive workers' compensation, employees must immediately report the injury to their supervisor, even if it seems minor. Minor injuries should be reported, treated with first aid if appropriate, and documented using the company's incident report form. For serious or life-threatening injuries, employees should call emergency services first, then notify a supervisor as soon as possible. All injuries require the completion of an accident form so the company can document the incident and begin the workers' compensation process. Following these steps ensures employees receive the help they need and allows Setta to maintain a safe, responsible workplace.

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# Employee Conduct & Discipline

# Employee Conduct and Work Rule

Setta believes that having clear rules helps the workplace run smoothly and keeps relationships between employees and the company respectful and fair.

Our disciplinary procedure sets basic expectations for behavior and outlines what happens when rules are broken.

All employees are expected to follow Setta's code of conduct, and no one is allowed to misuse or take advantage of the system while on duty.

These rules help maintain a professional, safe, and productive environment for everyone.

# The Daily Work Day

Setta requires all employees to follow a consistent schedule, with the workday beginning at 7:30 AM and ending at 3:30 PM. Weekend work is not allowed unless an employee has been given direct approval from a supervisor.

Punctuality is expected, and employees must arrive on time and be ready to work at the start of their shift. If an employee will be absent or late, they must notify their supervisor as soon as possible before their shift begins. Chronic lateness or repeated absences will be documented and may lead to disciplinary action.

Employees who frequently misuse sick days or vacation days to avoid work may also face corrective steps. Continued attendance issues can result in written warnings, meetings with HR, suspension, or termination if the problem is not corrected. This policy ensures fairness, reliability, and smooth operations for the entire team.

# Workspace Policies

Setta expects employees to remain at their assigned workstations during working hours unless they have a valid reason to leave or have received approval from a supervisor to work in another area.

Employees must wear their company name tags or badges at all times while on duty. Unproductive activities such as playing computer games, watching videos, playing music aloud, chatting socially, singing, or similar distractions, are not allowed during work hours.

Cell phones must be silenced, and personal calls should be kept to a minimum. Employees may bring personal belongings as long as they do not interfere with work or create safety issues. Light personal decoration of workspaces is allowed, but it must remain professional and not disrupt others. Violations of these policies may result in corrective action or further disciplinary measures depending on the situation.

# Disciplinary Actions for Violation of Policies

Setta expects all employees to follow company rules to maintain a safe, respectful, and productive workplace. Violations of the rules below may result in disciplinary action, which can include a verbal warning, written warning, suspension, or termination depending on the severity of the offense.

- Theft or inappropriate removal or possession of property

Taking company or employee property without permission is strictly prohibited and may result in immediate termination.

- Falsification of timekeeping records

Changing, misreporting, or tampering with time records will result in disciplinary action, up to and including termination.

- Working under the influence of alcohol or illegal drugs

Showing up impaired or using substances during work hours is not tolerated and may lead to suspension or termination.

# Disciplinary Actions for Violation of Policies

Fighting or threatening violence in the workplace

Any physical aggression, threats, or acts of violence will result in immediate termination.

- Boisterous or disruptive activity in the workplace

Loud, distracting, or inappropriate behavior that disrupts work may result in warnings or further discipline if repeated.

- Insubordination or disrespectful conduct

Refusing reasonable instructions, talking back, or showing disrespect toward supervisors or coworkers may result in disciplinary action.

- Violation of safety or health rules

Ignoring safety procedures or creating hazards can lead to warnings, retraining, suspension, or termination depending on the risk created.

- Sexual or any other form of harassment

Harassment of any kind is strictly forbidden and may result in immediate termination.

# Disciplinary Actions for Violation of Policies

Possession of dangerous or unauthorized materials  
Bringing weapons, explosives, or unsafe items onto company property may lead to immediate termination.

- Excessive absenteeism or any absence without notice

Repeated unexcused absences or failing to notify the company of being absent may result in warnings and further discipline.

- Unauthorized disclosure of business secrets or confidential information

Sharing confidential company information without approval may result in termination.

- Violation of personal policies

Breaking any company policy (dress code, workspace rules, behavior standards, etc.) can result in disciplinary action depending on severity and frequency.

- Unsatisfactory performance or conduct

Poor job performance, failure to meet expectations, or unprofessional conduct may lead to coaching, written warnings, or termination if not corrected.

# Disciplinary Code and Procedure:

Setta uses a fair, step-by-step disciplinary process focused first on correcting behavior, not punishment.

Minor issues are handled through informal conversations and reminders.

If the problem continues, the steps move to written warnings, followed by a final warning, and then termination if no improvement is made.

Serious misconduct—such as violence, harassment, theft, or major safety violations—may result in immediate dismissal.

Each case is reviewed to make sure the response is fair, and the level of discipline depends on the seriousness of the offense, not just how many times it has happened.

# Conflict Resolution

Setta aims to resolve workplace conflicts through a simple, fair, step-by-step process.

First, employees should speak directly with the person involved to try to fix the issue informally.

If the problem continues, the employee reports it to their supervisor, who helps guide a solution.

If the conflict is still unresolved, HR becomes involved to review the situation and meet with everyone to find a fair outcome.

When needed, a final review is done by upper management to make a decision.

This process ensures conflicts are handled respectfully, clearly, and consistently.

# Suggestion Program

At Setta, employees are encouraged to contribute to the company's success by submitting suggestions for improving work processes, efficiency, or cost savings.

Suggestions can be submitted using a special form and placed in the company's suggestion box, located in Setta.

After submission, all ideas are reviewed by management, and employees whose suggestions are implemented may receive special recognition.

This process allows staff to actively participate in the growth and improvement of the company.