

Globe Bank International®

EMPLOYEE MANUAL

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# The Story Behind Globe Bank International

Founded in 1950 by brothers Otis and Isaac Bott, Globe Bank [symbol] launched as a community financial institution with a fervent mission to help small businesses get their footing in the new economy of Postwar England. While the promise of prosperity was rampant, it was unfortunate that those willing to help with financial backing were understandably cautious and scarce.

There is a reason that we say that “banking with us is like having the world in your hands.” From the beginning, it’s been our goal to incorporate world-class services with an unmatched level of responsiveness and thoughtfulness, no matter what your level of banking need.

Globe Bank International (NYSE:GBI), founded in 1950, is one of the newer financial institutions widely active in the world financial market. Despite our youth, we have a history solidly built on hard work, common-sense business practices, empowering investments, and an unyielding dedication to excellence.

As I mentioned above, we were founded in 1950 by brothers Otis and Isaac Bott, Globe Bank launched as a community financial institution with a fervent mission to help small businesses get their footing in the new economy of Postwar England. While the promise of prosperity was rampant, it was unfortunate that those willing to help with financial backing were understandably cautious and scarce.

The Botts believed in the power of community and ingenuity, so much so that several organizations, even to this day, credit the brothers for both their initial formation and their continued success. Among those businesses in the early days is what we now know as The Landon Hotel chain. As others repeatedly turned down requests for financing from its passionate, but inexperienced founder, Arthur Landon, the Botts appreciated and supported Landon’s verve and vision. What started as a single hotel in London’s West End, backed by Globe Bank, is now an impressive hotel empire that thrives in cities all around the world.

We currently operate in 42 countries and have nearly 130,000 employees. Our client base is in the millions, from individuals to worldwide conglomerates, and our assets total approximately $1.8 trillion. Learn more about our services and our history, and let us know how we can work together to help you. Thank you for your interest in Globe Bank International. We hope you enjoy our products and invite you to send us your comments and suggestions by email to feedback@globebank.com.

Sincerely,

Jeffry Delaney & the Entire Globe Bank family

www.cei-edu.com

# SECTION 1: INTRODUCTION

This Manual is designed to acquaint you with Globe Bank International and provide you with information about working conditions, benefits, and policies affecting your employment.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

## 1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

## 1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

***The Employees are to make sure that they read this entire section.***

## 1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Globe Bank International is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).

# SECTION 2: DEFINITIONS OF EMPLOYEES STATUS

## “EMPLOYEES” DEFINED

An “employee” of Globe Bank International is a person who regularly works for Globe Bank International on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of Globe Bank International in the performance of their duties.

## EXEMPT

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

## NON-EXEMPT

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

## REGULAR FULL-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work 35 or more hours per week. Generally, they are eligible for the Company’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

## REGULAR PART-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 35 hours per week.

## TEMPORARY (FULL-TIME or PART-TIME)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company’s benefit programs.

## PROBATIONARY PERIOD FOR NEW EMPLOYEES

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with Globe Bank International is appropriate. When an employee completes the probationary period, the employee will be notified of his/her new status with Globe Bank International.

# SECTION 3: STANDARDS OF CONDUCT

The work rules and standards of conduct for Globe Bank International are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company’s business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

* Theft or inappropriate removal or possession of property;
* Falsification of timekeeping records (See Section 5.2, Timekeeping);
* Fighting or threatening violence in the workplace;
* Boisterous or disruptive activity in the workplace;
* Negligence or improper conduct leading to damage of company-owned or customer-owned property;
* Insubordination or other disrespectful conduct;
* Violation of safety or health rules;
* Smoking in the workplace;
* Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
* Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
* Unauthorized use of telephones, or other company-owned equipment (See Section 4.4, Telephone Use);
* Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
* Unauthorized disclosure of business “secrets” or confidential information;
* Violation of personnel policies; and
* Unsatisfactory performance or conduct.

## 4.1 ATTENDANCE/PUNCTUALITY

The Company expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Company.

If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your absence. All efforts should be made to contact your supervisor directly to inform him/her of your absence. In the case of leaving a message, a follow-up call must be made later that day. The company phone number is (123) 456-7890.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor. Each request for special work hours will be considered separately, in light of the employee’s needs and the needs of the Company. Such requests may or may not be granted

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## 4.2 ABSENCE WITHOUT NOTICE

When you are unable to work due to illness or an accident, please notify your supervisor. This will allow the Company to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Company is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

## 4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

Globe Bank International is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor or the Human Resources Representative who will handle the matter in a timely and confidential manner.

## 4.5 PUBLIC IMAGE

A professional appearance is important anytime that you come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The following items are considered inappropriate working attire for Globe Bank International:

1. **SHOES**
2. **Open-toed sandals**
3. **5” or higher shoes**
4. **Spaghetti-strapped tops**
5. **Tank tops or revealing shirts**
6. **Short mini skirts**
7. **T-shirts with inappropriate or offensive gestures or advertising**

When meeting with a client, the dress code is more business-oriented, including attire such as:

**Slacks and dress shirt or blouse**

**Dress or skirt and blouse**

If management occasionally designates "casual days," appropriate guidelines will be provided to you.

Consult your supervisor if you have any questions about appropriate business attire.

## 4.6 INTERNET USE

Globe Bank International employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Company’s business.

Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. Globe Bank International reserves the right to access and monitor all files and messages on its systems.

# SECTION 5: WAGE AND SALARY POLICIES

## 5.1 WAGE OR SALARY INCREASES

Each employee’s hourly wage or annual salary will be reviewed at least once each year. The employee’s review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review.

Wage increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description, and achieve performance goals (See Section 3.10, Performance Review/Planning Sessions). Although the Company’s salary ranges and hourly wage schedules will be adjusted on an ongoing basis, Globe Bank International does not grant “cost of living” increases. Performance is the key to wage increases in the Company. Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent performing assigned duties. Employees are responsible for accurately documenting their time. Globe Bank International does not pay for extended breaks or time spent on personal matters. The time clock is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another team member’s time record will result in disciplinary action, including termination of employment.

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| --- | --- | --- | --- | --- | --- |
| Last Name | First Name | Email | Country | Street Address | State |
| Adams | Roy | radams1v@xinhuanet.com | United States | 2872 Marquette Street | NY |
| Adams | Martin | madams2b@msu.edu | China | 4 Mandrake Plaza |  |
| Alvarez | Roger | ralvarezk@blogs.com | United States | 3 Green Plaza | FL |
| Alvarez | Anne | aalvarez1y@mlb.com | United States | 6 Glendale Parkway | FL |
| Alvarez | Ann | aalvarez20@jalbum.net | Afghanistan | 851 Nelson Circle |  |
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| Anderson | Laura | landerson24@icio.us | United States | 805 Paget Court | NY |
| Armstrong | Christopher | carmstrong2p@cyberchimps.com | United States | 4514 Independence Point | TX |
| Bell | David | dbell2l@wp.com | United States | 5205 Vera Junction | CA |

Contents

[The Story Behind Globe Bank International 2](#_Toc50560054)

[SECTION 1: INTRODUCTION 3](#_Toc50560055)

[1.1 CHANGES IN POLICY 3](#_Toc50560056)

[1.2 EMPLOYMENT APPLICATIONS 3](#_Toc50560057)

[1.3 EMPLOYMENT RELATIONSHIP 3](#_Toc50560058)

[SECTION 2: DEFINITIONS OF EMPLOYEES STATUS 3](#_Toc50560059)

[“EMPLOYEES” DEFINED 3](#_Toc50560060)

[EXEMPT 4](#_Toc50560061)

[NON-EXEMPT 4](#_Toc50560062)

[REGULAR FULL-TIME 4](#_Toc50560063)

[REGULAR PART-TIME 4](#_Toc50560064)

[TEMPORARY (FULL-TIME or PART-TIME) 4](#_Toc50560065)

[PROBATIONARY PERIOD FOR NEW EMPLOYEES 4](#_Toc50560066)

[SECTION 3: STANDARDS OF CONDUCT 4](#_Toc50560067)

[4.1 ATTENDANCE/PUNCTUALITY 5](#_Toc50560068)

[4.2 ABSENCE WITHOUT NOTICE 5](#_Toc50560069)

[4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT 5](#_Toc50560070)

[4.5 PUBLIC IMAGE 6](#_Toc50560071)

[4.6 INTERNET USE 6](#_Toc50560072)

[SECTION 5: WAGE AND SALARY POLICIES 7](#_Toc50560073)

[5.1 WAGE OR SALARY INCREASES 7](#_Toc50560074)