



# EMPLOYEE HANDBOOK:

Our Employee Handbook is packed with valuable insights and resources to empower you on your journey with us. Think of it as a roadmap to success.

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# BENEFITS:

Your health matters to us and we've got you covered every step of the way! Our comprehensive coverage includes extensive medical, dental, and vision plans. Upon your hire, you will receive an email from GBS / Employee Navigator inviting you to sign up for benefits. You MUST sign up before the end of your eligibility period which is from your day of hire until your benefits begin (60 days following the first month of employment). You are not required to sign up for benefits. Benefits are provided

GBS / Employee Navigator will send several emails to the email address you enter on your new hire paperwork reminding you to sign up during your enrollment period. Please check junk email if you do not receive any emails. You will not be able to enroll after the initial new hire enrollment period unless you have a "life event". Please note that new babies/children will need to be added in the system within 30 days of birth/adoption, etc.

Please reach out to Kimber in HR if you have any questions regarding benefits and the enrollment process or do not receive an email from Employee Navigator regarding your enrollment.



Congratulations on your new position with Southam & Associates! You can now begin the new hire enrollment process by accessing this [Registration](#) link. This link expires after 15 days. You are required to complete the enrollment process even if you are declining benefits. Enrollment must be completed immediately or you may not be able to enroll until our next Open Enrollment.

For New Users

1. Follow this link and select Login:[Registration](#)
2. Select "Register as new user" link- Your Unique Identifier is = SouthamAssociates
3. Create a unique Username and Password
4. Login to Employee Navigator>Start Enrollment

Please direct any questions about enrollment or benefits to your HR administrator. Kimber Powell at [kimber@southam.biz](mailto:kimber@southam.biz)

Thank you,

Southam & Associates

\*\*This is an automatic email. Please do not reply.\*\*

## SAFETY MANUAL:

Safety is our utmost priority, and we want to emphasize just how critical it is to our everyday operations. Each of you plays a pivotal role in ensuring a safe and secure workplace for all.

Here's why safety matters:

- 1) Your Well-being
- 2) Productivity and Efficiency
- 3) Teamwork
- 4) Company Reputation
- 5) Legal Compliance
- 6) Continuous Improvement

Safety Manager: Edwin Martinez 617-485-9951



## PAID HOLIDAYS:

Paid Holidays are more than just a day off work; they represent our commitment to your well-being and work-life balance.

Full time employees who have been continuously employed for over 6 months will receive the following paid holidays:

New Year's Day | Memorial Day | Independence Day | Labor Day | Thanksgiving Day | Christmas Day

## FLEX TIME OFF:

MCON hires exceptional, professional individuals to perform a wide variety of important functions that contribute to the success of our company. It is the company's intent to provide its employees with the freedom they require to balance the responsibilities of both their work and home lives, thereby maximizing their value to our company and creating a healthy work life balance.



## MY SAFE WORKPLACE:

This form is available 24/7 to all employees to give your comments, concerns, or feedback. We also welcome any ideas you have on how to work smarter and increase productivity! You can also give a shout out to anyone you feel is doing a great job and deserves to be recognized!



## ATTENDANCE AND PUNCTUALITY:

Our attendance and punctuality policy helps ensure that employees are present and engaged during their scheduled work hours, which is essential for maintaining productivity, operational efficiency, and a positive work environment. Please familiarize yourself with this policy and reach out to your supervisor or HR with any questions.



## PRONTO:

This is our go-to way of communicating with each other. You will be invited via text to join our group of companies with a link to download the app. Please have notifications set to “on” so you can receive important information from colleagues and the administration team. This is also how company announcements will be sent out. It is required that you check Pronto either via your personal device or online regularly to receive important and timely information.



## PROFIT-SHARING BONUSES:

At the MCON Group, we believe that our success is a result of the collective efforts of our exceptional team. Our profit-sharing bonus plan is a way to directly share in our company’s prosperity. All full-time employees are eligible after one trimester of FT continuous employment. The bonus amount will be determined based on our company’s financial performance, specifically its profitability. When we succeed, you succeed! We are committed to transparency and are available to explain how the bonus is calculated. We believe that our Profit-Sharing Bonus Plan will not only motivate and inspire you but also strengthen our sense of unity and shared purpose as a team.

# NETSUITE / KNACK CLOCK

After careful consideration and due diligence, our group of companies has chosen the Oracle NetSuite platform for employee management. This will allow the employee full transparency in managing their personal information including address changes, direct deposit changes, etc.

The Employee Dashboard on the NetSuite platform will enable all employees to enter, change, and access information as needed.

Information on NetSuite will be coming to all employees soon!

