

# WELCOME

Onboarding Book 2020



## **CONTENTS**

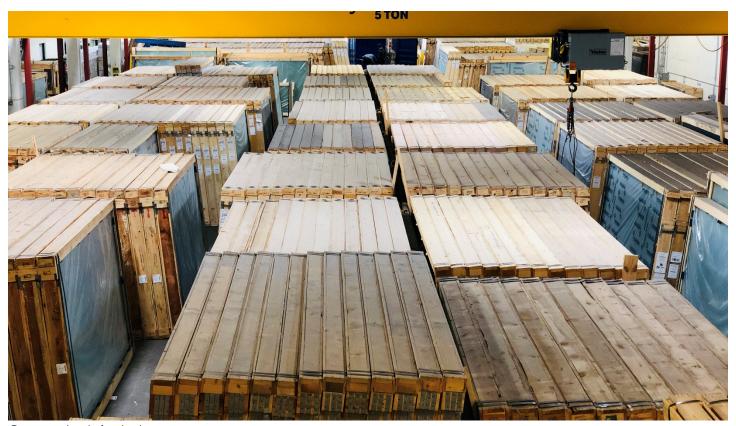
About Us	•	•	•	•	•	•	•	•	Page 2
Timeline			•				•		Page 3
Corporate Values		•	•	•	•	•	•		Page 4
Locations/Coverage M	1ap		•	•		•	•		Page 5
Employee Handbook			•			•	•		Page 6
Dress Code Office									Page 7
Dress Code Warehou	se		•					•	Page 8
Contacts									Page 9
Parking			•					•	Page 10
Parking (2)				•	•	•		•	Page 11
Training Material		•	•	•	•	•	•	•	Page 12
ADP login	•	•	•	•	•	•	•	•	Page 13
Food Nearby	•	•	•	•	•	•	•		Page 14
Calendar	•	•	•	•	•	•	•	•	Page 15
Holidays		•	•	•	•	•	•		Page 16
Vacation	•	•	•	•	•	•	•		Page 17
Personal Days	•	•	•	•	•	•	•		Page 18
Health Benefits	•	•	•	•	•	•	•		Page 19
Health Insurance		•	•	•	•	•	•		Page 20
Dental Insurance	•		•			•	•		Page 21
Vision Insurance	•		•	•		•	•		Page 22
Voluntary Insurance					_		_		Page 23

## **ABOUT US**

#### Glass and Hardware Distributors

Since its incorporation in 2004, Interglass has been dedicated to the wholesale distribution and fabrication of glass and mirror products. With a footprint altogether of 120,000 sq ft of warehouse space, our specialized fleet of 25 trucks including knuckle boom trucks, heavy duty rack trucks, and tractor-trailers we are able to deliver throughout Florida and neighbor states with our own trucks. Complemented with our outstanding team of employees we guarantee to exceed our customer's needs.

With a focus on the Caribbean, Interglass is able to satisfy all the glass or mirror needs by delivering small shipments (LCL) to freight forwarders in any of the South Florida ports or deliver direct (Door to Port) full container loads to almost all the islands, as well as Central or South America. We are able to load full 20' containers (close or open top) with combined glass types. We assemble our own custom wood crates with A-Frames in-house; strong enough to protect the glass inside and forklift-friendly so that freight forwarders can consolidate into containers.



Our products include:

- Stock sheets of glass & mirrors
- Shower enclosure hardware
- Hurricane impact resistant glass
- Laminated glass

- Architectural hardware
- Showers doors
- Glazing tools

## **TIMELINE**





Introduction of Glass Hardware for Shower Doors



2004



**44 2007** 



2008



2010

Interglass is incorporated at 8040 NW 66th St Miami, FL





Purchase of our first **Glaston Tempering** furnace



Reach \$25MM in annual revenue







**2015** 

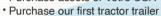


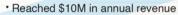
**2018** 

Purchased a warehouse at 6550 NW 82 Ave, Miami, FL With 26,000 sqft



· Purchase assets of Vetro USA











- · Establish guidelines to face with
- COVID-19 Pandemic



Open new Distribution Centers.

- · Houston, TX
- · NY/NJ



2019









- · Open distribution center in Savannah, GA with 30,000 sqft
- Move to 8150 NW 64 St, Miami, FL. With 55,000 sqft.
- · Earn the rank of #4433 on the Inc. 5000 list of the fastest growing private companies in America



2016 2019 2015 2018 2017

## CORPORATE VALUES

## **Corporate Values**

Outstanding service	Quality products
Safety	Integrity

## **Mission**

Provide premium products at competitive prices for the glass industry with outstanding customer service and short lead times. We are dedicated to satisfying our customer's needs through the implementation of efficient and environmentally friendly processes. We are also committed in following high safety standards.

### **Vision**

Set a standard in the distribution of glass related products for the flat glass industry in USA, Colombia and the Caribbean Islands throughout multiple distribution centers in strategic locations.

## LOCATIONS/COVERAGE MAP

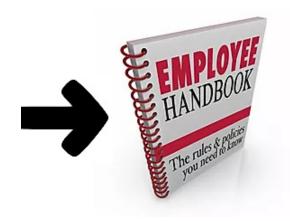


## EMPLOYEE HANDBOOK

## **Access the Employee Handbook**

Login to <u>www.interglasslinks.com</u>

Click on the Employee Handbook icon to access it at any point.



Or use your phone's camera to scan this code:



## **DRESS CODE**

## **OFFICE**

#### Smart Business casual: clothing must be clean and presentable

#### Examples Dress Code for Men:

Short Sleeve shirt (button up or polo)

Long Sleeve Shirt (Button up or polo)

Jeans

Chino pants

Leather shoe or equivalent



#### Examples Dress Code for Women:

**Blouse** 

Blazers or Cardigans

Jeans

Dress or Skirt

Closed shoe (flat or heel)



#### Not acceptable:

T-shirts Athletic sneakers (running shoes, etc)

Sandals Ripped jeans

Shorts Small strap or strapless tops

Transparent clothing

Low cut shirts

Hats or caps















## **DRESS CODE**

## WAREHOUSE

#### Warehouse Uniform



Bottoms: employees must wear full-length jeans or pants (dark colors are preferred).

Employees may not wear any clothing with strings, dangling material, ripped denim or otherwise hazardous clothing that may get caught with machinery.

## **CONTACTS**

### **Phone Numbers**



Sales Department (800) 576-6044
 Logistics Department Miami (305) 887-2200
 Logistics Department Savannah (912) 800-0200
 Human Resources Department (305) 376-8877
 Fax (305) 863-6662

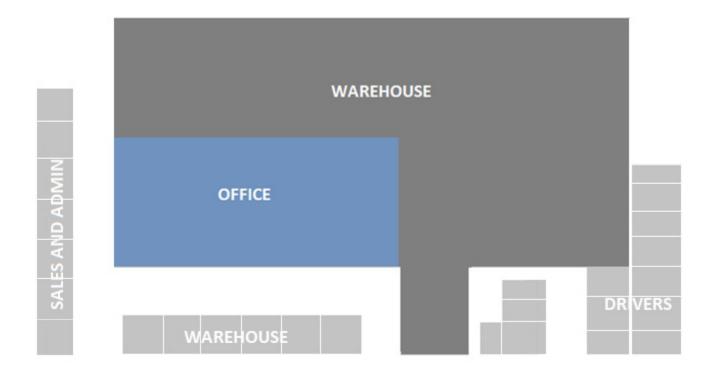
### **Intercom Extensions**

Intercom Extensions			
Employee Name	Department	Extension	
Alejandra Parra	Sales	2106	
Alejandro Soto	Sales	2101	
Carlos Amiel	Logistics Manager (Savannah)	2201	
Carlos Juliao	Sales Director	2103	
Fabiana Zulli	Sales	2117	
Humber Juliao	Sales	2308	
Humberto Juliao	President	2313	
Juan Roldan	Sales	2105	
Karina Fuentes	Sales	2310	
Lorena Chavarriaga	Sales	2119	
Miguel Juliao	Director of Operations	2304	
Rosendo Geada	Logistics Manager	2114	
Tatiana Zavala	Logistics	2107	
Tina Mendoza	Human Resources	2309	
Veronica Toledo	Sales	2120	
Yohan Velasco	Production	2318	

## **PARKING**

## **Parking Layout**

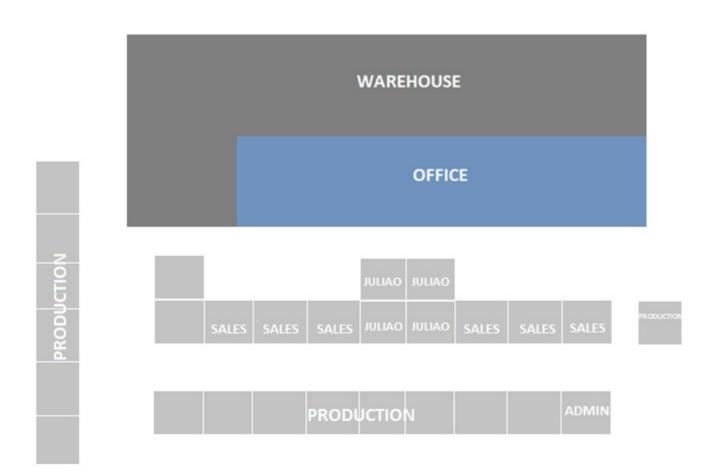
8150 NW 64th Street



## **PARKING**

## **Parking Layout**

6550 NW 82nd Avenue



## TRAINING MATERIAL

Important supplemental materials about the glass industry:

<u>All About Glass Booklet</u>





### Glass Training Videos

Visit the link below or use your phone's camera to scan the code below:

https://www.youtube.com/channel/UC 7P-KQ3elgQZax9I18UMng





## **ADP LOGIN**

### **ADP** Mobile Registration Login to: workforcenow.adp.com Fill the User ID Click here for and Password € English (US) ▼ registration Welcome to ADP for Log In User Login Admin Login First Time User? Click Log In Registration Code: Create your account Ask HR to Registration code generate. Click Do you want to set up an account with Interglass Corp? Help us find you Fill all the fields with your And at least one of these \* information Associate ID Last 4 Digits of SSN, EIN, or ITIN Month ✔ Day ✔

- → Provide E-mail
- → Security Questions & Answers
- → Confirm E-mail



## **FOOD NEARBY**



#### Restaurants with delivery:

Pablo's Cafe 8061 NW 66 St Miami, FL 33166 (305)592-3741

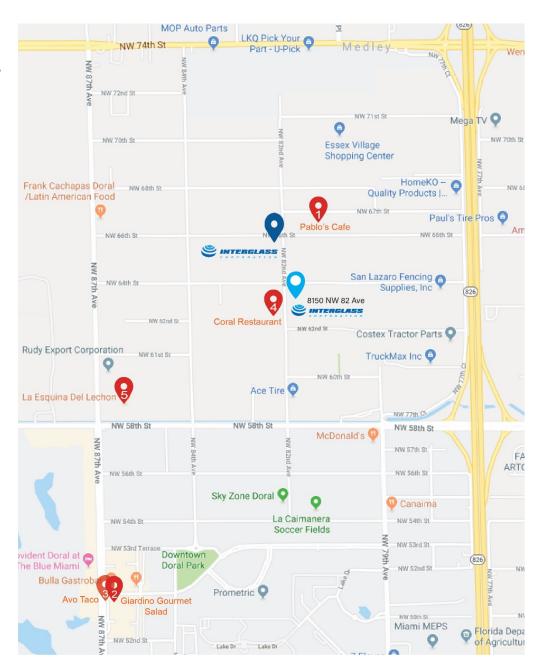
Giardino's 5241 NW 87<sup>th</sup> Ave Doral, FL 33178 (786)725-5859

Avo Taco 5241 NW 87<sup>th</sup> Ave (D107) Doral, FL 33178 (954)448-0599

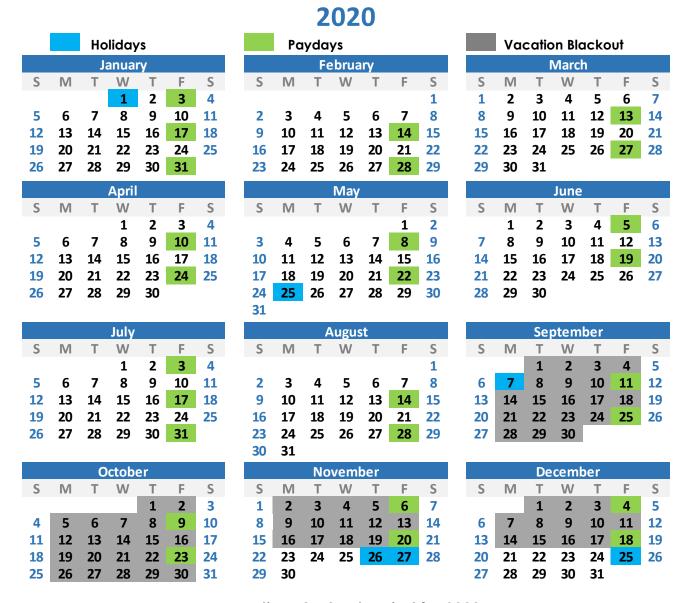
#### Other:

Coral Restaurant Café 6350 NW 82<sup>nd</sup> Ave Miami, FL 33166 (305)477-0069

La Esquina Del Lechón 8601 NW 58th St #101 Miami, FL 33166 (305) 640-3041



## **CALENDAR**



#### Vacation Blackout Period for 2020

- → September 1st to November 20th
- → December 1st to December 18th

Vacation requests will not be permitted if they will occur during company blackout periods. These are time periods when the Company has historically experienced extremely heavy workloads.

## **HOLIDAYS**

## **Holiday Calendar for 2020**



New Year's Day Wednesday, January 1



Memorial Day Monday, May 25



Labor Day Monday, September 7



Thanksgiving Day
Thursday, November 26



Interglass Day
Friday, November 27



**Christmas Day Friday, December 25** 

Interglass will be closing early at 12pm on December 24th, 2020 and December 31st, 2020.

## VACATION

### **Vacation Policy**

- → Full-time employees are eligible to earn paid vacation time.
- → Employees are granted 40 paid vacation hours after 1 full year of employment.
- → Employees accrue 8 extra vacation hours for every 2 full years of employment.

Vacations must be taken in multiples of 8 hours which represent one business day. Employees should request vacation time as soon as they are aware of the time frame they want, but in any event, must request vacation time at least **two weeks** in advance of when their vacation is to begin. All vacation time requested needs to be approved by management in order to maintain adequate staffing. Managers can only approve vacation time up to the number of hours available at the time of vacation.

In case of inclement weather, employees could decide to use vacation hours to cover the time in which the company will remain close for such reason notifying their manager the next regular business day in which company is back in operation.

#### Vacation to Pay:

For cash payment, Employee may only convert to cash the excess over 40 accumulated hours, or any leftover hours after employee have used at least 40 hours of vacation leave during current calendar year. Vacation time is not accrued during an unpaid leave of absence. Vacation accrual will commence again upon an employee's return to active status. The Company does not pay accrued but unused vacation days upon termination or resignation. Therefore, upon termination of employment with the Company, whether voluntary or involuntary, all unused vacation time will be forfeited and will not be paid out.



## PERSONAL DAYS

### **Personal Day Policy**

#### **Non-Exempt**

Full-time non-exempt (hourly paid) employees may earn 2 personal days per year worked calculated as 16 hours.

Personal days will only be effective for employees with good standing attendance and punctuality.

The Company evaluates each employee's attendance and punctuality over a six-month period. One evaluation takes place in or about July, and in that evaluation, each employee's attendance and punctuality from January through June of that year is reviewed. The other evaluation takes place in or about January, and in that evaluation, each employee's attendance and punctuality from July through December of the prior year is reviewed. Employees must be employed full-time for the entire six-month evaluation period to be eligible to earn a personal day.

For example, if the employee begins working for the Company in October, the employee will not be eligible to accrue any personal days until the employee's attendance and punctuality is reviewed in or about July of the following year. If that employee is then determined to be in good standing for attendance and punctuality, the employee will be entitled to 8 hours towards a paid personal day.

Personal days may only be taken in multiples of 8 hours which represent one business day.

Employees that have six or more tardy work weeks within a six-month period or who have at least one unapproved absence in a six-month period will not be in good standing and will forfeit the right to this benefit. A tardy week consists of either one or several days in one week with an accumulated clock-in totaling over 15 minutes late or a single clock-in over 15 minutes late.

The Company encourages employees to apply the personal days **as they desire**, having the proper attendance and punctuality record, with management's prior approval.

#### **Exempt**

Interglass grants 2 personal paid days to exempt (salary paid) employees in addition to vacations days after completing one full year of employment without following an attendance or punctuality policy. After completing 3 years of employment, exempt employees will be granted 3 personal paid days for every calendar year of employment, and furthermore, when reaching 5 years of employment, exempt employees will be granted a total of 4 personal paid days for every calendar year thereafter. Personal Days may not be converted to cash payment.



## **HEALTH BENEFITS**

#### **Available Health Benefits**

Full time employees who are past the probationary (90 day) period may choose to enroll in any of the health plans available.

#### → United Healthcare Insurance

Employees may choose to enroll in one of the United Healthcare insurance plans with a monthly Interglass contribution of \$200.

#### → United Dental Insurance

Employees may choose to enroll in the Humana dental plan voluntarily. The dental plans start at \$12.42 bi-weekly.

#### → United Vision Insurance

Employees may choose to enroll in the Humana vision plan voluntarily. The vision plans start at \$2.86 bi-weekly.

### → Colonial Life

Interglass provides every employee disability coverage that will cover up to \$1,300 monthly earnings while the employee is on leave. Employees may choose opt out or enroll in any additional Colonial Life insurance options.

All employees are eligible to join during open the enrollment period (towards the end of December) effective for the next year (January).

In order to make any changes to your plan or enroll please contact Human Resources.



## **HEALTH INSURANCE**

#### **Health Insurance Plans**

Description of Benefits	Neighborhood HMO OA AM2P/NH8	United AQNU/570	United AQO7/570
In-Network			
PCP Office Co pay	\$40	\$30	\$20
Specialist Office Co pay	\$80	\$60	\$40
Virtual Visits (Amwell)	\$10	\$10	\$10
Minute Clinics	\$40	\$30	\$20
ER Co pay	30% after Ded	\$350	\$250
Urgent Care/ Free Standing Facility	\$100	\$75	\$50
Inpatient Hospital Co pay	30% after Ded	20% after \$2500 Ded	100% after Deductible
Outpatient Surgery Co pay	30% after Ded	20% after \$2500 Ded	100% after Deductible
Diagnostic Services Co pay (MRI, CAT Scan, etc.)	30% after Ded	\$200	100% after Deductible
Coinsurance	70/30%	80/20%	100%
Deductibles - Individuals / Families	\$5000/\$10000	\$2500/\$5000	\$1000/\$2000
Out-of-Pocket Maximum - Individuals / Families	\$6,850/\$13,700	\$6,000/\$12,000	\$2000/\$4000
Referrals required for specialists?	No	No	No
Prescription Medicines			
Prescription Drug Benefit	\$15/\$60/\$150/\$300	\$10/\$35/\$70	\$10/\$35/\$70
Out of Network			
Coinsurance	N/A	60/40%	80/20%
Deductibles - Individuals / Families	N/A	\$5,000/\$10,000	\$2000/\$4000
Out-of-Pocket Maximum - Individuals / Families	N/A	\$6,250/\$12,500	\$6250/\$12500

Bi-Weekly Deductions				
Employee Only	\$46.19	\$124.44	\$170.11	
Employee + Spouse	\$240.04	\$427.81	\$537.40	
Employee + Child	\$142.35	\$274.92	\$352.30	
Employee + Family	\$353.72	\$605.71	\$752.79	

Interglass contributes \$200 monthly to each employee enrolled, these bi-weekly deductions reflect that contribution.

http://providerdirectory.uhcrivervalley.com/providerdirectory/ProviderSearch

Financial Designs has a fully bilingual staff that can help assist any questions you may have.

Financial Designs Main Line: 786-388-0030 David Bezanilla, CFP email: david@fdnational.com

Krystal Sigler, General Manager email: krystal@fdnational.com Mercy Bezanilla, Assistant Manager email: mercy@fdnational.com

Claims Department email:claims@fdnational.com





## **DENTAL**

### **United Healthcare Dental**



United Employee Dental Benefits				
Description of Benefits	Dental PPO			
Diagnostic	In-Network			
Periodic Oral Evaluation	100%			
X-rays	100%			
Cleanings (2 per year)	100%			
Basic services				
Restorations	80%			
General services (Emergency treatment)	80%			
Periodontics	80%			
Simple extractions	80%			
Major services				
Inlays/Onlays/Crowns	50%			
Endodontics	50%			
Dentures	50%			
Bridges	50%			
Deductibles - Individuals / Families	\$50/\$50			
Child Ortho to age 19	50% up to \$1000			
Waiting period	Waived			
Annual max	Unlimited			

Bi Weekly Deductions	
Employee Only	\$12.42
Employee + Spouse	\$24.84
Employee + Child(ren)	\$30.18
Employee + Family	\$44.97

www.myuhcdental.com

## **VISION**

## **United Healthcare Vision**



United Employee Vision Benefits			
Description of Benefits			
Exams (Glasses or Contacts)	\$10 one every 12 Months		
Materials	\$25 copay for Glasses or Contacts		
Frames	\$130 allowance every 12 months		
Elective contact lenses	\$105 allowance every 12 months		

Bi Weekly Deductions		
Employee Only	\$2.86	
Employee + Spouse	\$5.42	
Employee + Child(ren)	\$6.36	
Employee + Family	\$8.94	

www.myuhcvision.com

## **VOLUNTARY BENEFITS**

#### **Colonial Life Benefits**

#### → Disability Insurance

Dissability Insurance can replace a portion of an employee's income if they are unable to work while sick or hurt. Interglass provides employees coverage for up to \$1,300 per month while placed on disability leave.

#### → Life Insurance (Term Life)

Life insurance helps provide peace of mind and financial security for the people who matter most in your life.

#### → Accident Insurance

Help employees pay for out-of-pocket costs associated with minor & major accidents – costs that medical insurance may not cover.

#### → Special Risk Insurance (Critical Illness/Cancer)

Provides a lump-sum benefit to cover out of pocket costs if employee is diagnosed with a covered illness. Helps offset costs associated with cancer.

#### Contact:

Joe Saltare (561)445-4145 joe.saltare@coloniallifesales.com

