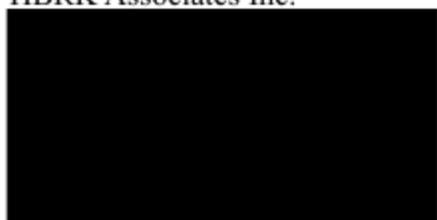


From: J <jeevacation@gmail.com>
To: Richard Kahn <[REDACTED]>
Subject: Re: AYH- St Thomas / EE Handbook 2015
Date: Thu, 24 Jan 2019 21:35:05 +0000

great idea to use as a template.

On Thu, Jan 24, 2019 at 10:30 PM Richard Kahn <[REDACTED]> wrote:
i have Jeanne summarizing our policies (in addition to employee OT rules) and attaching employee manuals
i will review next week after equipment is ordered..

Richard Kahn
HBRK Associates Inc.



Begin forwarded message:

From: "Cole, Jan" <[REDACTED]>
Subject: AYH- St Thomas / EE Handbook 2015
Date: January 24, 2019 at 1:11:59 PM EST
To: "[REDACTED]" <[REDACTED]>
Cc: "Lande, Mark" <[REDACTED]>, "Cole, Jan" <[REDACTED]>

Attached is the current Employee Handbook for American Yacht Harbor. This book is currently being updated. I will email you the revised handbook on completion.

Regards,
Jan

Janice E. Cole



From: Richard Kahn <[REDACTED]>
Date: Thursday, Jan 24, 2019, 9:12 AM
To: Thomas Mukamal <[REDACTED]>, Lande, Mark <[REDACTED]>
Subject:

Happy New Year.

We are trying to clean up our employee policies and procedures..

Can you please send your AYH Employee Manual so we can see what we should potentially adopt..

Thank you

Richard Kahn



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