**Welcome New Legacy Ambassador!**

On behalf of the Legacy Beverage management team, we are excited that you have joined us. We take pride in selecting amazing people like yourself to join our company. We feel that you will add greatly to our most important asset – our employees. Our continued success in providing the finest beverages to our customers depends on creating a work environment, compensation and benefits program, and an interactive culture that we believe fosters positive work relationships.

Customer Service exists only because of customers, and, repeat customers who voluntarily choose to buy from us. Without the customer we don’t have a business because they are the only reason we are here. As a result, taking care of our customers is our highest priority and we don’t ever take that for granted.

We know that much of our success is based on the contributions of our employees. As a new ambassador of Legacy Beverage, we are confident that you will make a difference. Be selfless and let your passion inspire others. We will be depending on YOU and we are proud that you joined our Company and on behalf of the entire Legacy Team, we extend to you a warm WELCOME and remember to always act like a leader and to question actions that are inconsistent with our values!

Sincerely,

Christian Otzen

President

Legacy Rules!

**EMPLOYEE**

**HANDBOOK**

Our number one goal is to provide outstanding customer service.

Set both your personal and professional goals high.

We have great confidence in your ability to achieve them, so our employee handbook is very simple.

**OUR MAIN**

**RULE**

Use good judgement in all situations

**The Commitment to**

**Core Values**

**Values are what we value**

Everyone leads. The Team understands what to do and why. Don’t wait for orders. LEAD

Have integrity and be disciplined; be authentic and treat others with respect

Be honest. Make us and yourself proud

Be inclusive; collaborate effectively with people of diverse backgrounds and cultures

Be humble and check your ego. Be kind with quiet confidence and be a positive force in people’s lives

Be Impactful, communicate and seize the initiative

Have fun – Revel in your work

Strive for reliability, dependability, and high-level competence

Behave with decency, respect, and in accordance with all applicable laws and regulations.

**Culture of**

**Fun**

We sell beer for a living. We’re not saving lives. Simplify the mission. Communicate: simple, clear, concise. Be AMAZING and always ask for help when you need it

Work hard and be nice to people

Debate don’t discourage. Don’t be a jerk!

As a modern employer, our goal is to foster a Culture of Learning through personal and professional development that not only makes you want to stay with the company, but also bring in your talented connections. We promise to provide a foundation for continuous education in a culture of respect, transparency and fun.

**Dress for**

**Success!**

Dress at Legacy is relaxed. Our only request is that you dress to make us proud when you visit our clients.