

ORIENTATION & ON-BOARDING

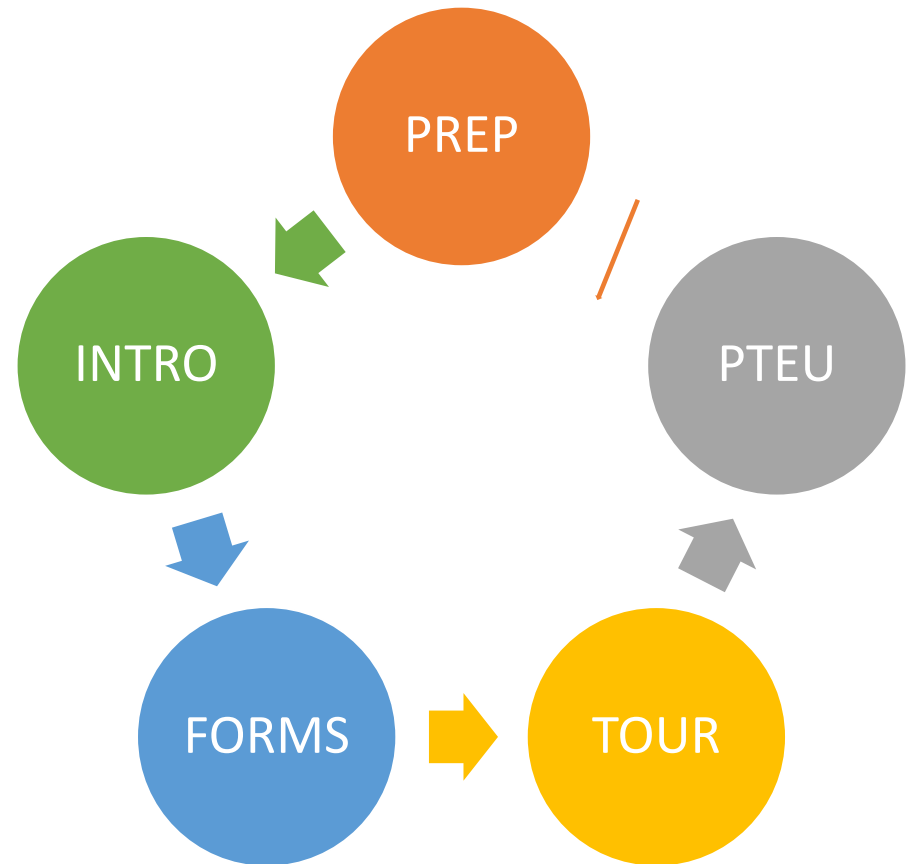
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ORIENTATION STEPS

- **PREPARE**
- **INTRODUCTIONS**
- **FORMS AND ACTIVITIES**
- **TOUR**
- **PTEU**





PREPARATION FOR ORIENTATION

- Schedule a minimum of 2 hours to dedicate to the Orientation of your new team member.
- Set up the new employee in PTEU.
- Make sure you have all of the documents in the forms package printed and ready.
- Have the new employees uniform ready for them.
- Make sure to have the employee entered in Timeshark so biometrics can be set.
- Go over the guide to refresh yourself.



INTRODUCTIONS





POLICIES & PAPERWORK



ORIENTATION CHECKLIST

- This form needs to be completed at Orientation by the Restaurant Manager then sent to the Market Leader for verification.
- Have all the necessary forms printed and ready to be filled in.
- Make sure to have the new employee set up in the PTEU and have their log in credentials.
- Before they leave the orientation, show them how to sign in and out.

2025



NEW EMPLOYEE CHECKLIST

NAME: _____

LAST FIRST NAME MIDDLE NAME

MUST COMPLETE AT ORIENTATION (DATE) _____

PLEASE SEND TO MARKET LEADER ONCE COMPLETED

- ☐ NEW EMPLOYEE HIRE FORM COMPLETE
- ☐ TD1 FORM COMPLETE
- ☐ TD1BC FORM COMPLETE
- ☐ VOID CHEQUE ATTACHED TO NEW HIRE FORM
- ☐ COPY OF SIN # (expiry date if applicable)
- ☐ COPY OF WORK PERMIT (if applicable)
- ☐ WSBC BULLYING & HARASSMENT POLICY
- ☐ WSBC SAFETY AND SECURITY POLICY
- ☐ CASH HANDLING POLICY
- ☐ HANDWASHING PROCEDURES
- ☐ EMPLOYEE UNIFORM AGREEMENT
- ☐ STAFF MEAL POLICY
- ☐ DISCOUNT POLICY
- ☐ HAVE LOG IN CREDENTIALS SET UP IN PTEU
- ☐ SHOW HOW TO SIGN IN/OUT EACH SHIFT

STORE MANAGER: _____

PRINT

SIGNATURE

MARKET LEADER VERIFICATION _____ (SIGNATURE)



WORKPLACE FRATERNIZATION

Romantic relationships between managers and their employees are not permitted. This situation is unhealthy for workplace morale and creates a conflict of interest, plus the chance for coercion and/or preferential treatment. Any supervisor, manager or director within the company who engages in a romantic relationship with a member of his or her team must report it to the human resources department immediately. Once reported, the company will analyze the situation to determine a resolution.



RESTAURANT TOUR & TEAM INTRODUCTIONS



A stylized orange fox head logo is positioned in the background on the right side of the slide. The fox is facing left, with its head tilted upwards and its mouth slightly open. The logo is composed of solid orange shapes.

FIRST STATION TRAINING