



## Subventures New Hire Policy & Procedure Acknowledgment Checklist

Employee Name: \_\_\_\_\_ Store #: \_\_\_\_\_

Date: \_\_\_\_\_

By initialing, the employee confirms that each policy was reviewed and explained during onboarding.

| Topic Covered                       | Summary of Policy or Procedure   | Employee Initials |
|-------------------------------------|--|-------------------|
| <b>Mission Statement</b>            | Reviewed Subventures' commitment to great value, fresh food, and exceptional guest experience. |                   |
| <b>Employment At-Will</b>           | Employment may be terminated at any time by either the company or the employee.                |                   |
| <b>Equal Employment Opportunity</b> | Company prohibits discrimination or harassment of any kind.                                    |                   |
| <b>Harassment &amp; Retaliation</b> | Zero tolerance for harassment or retaliation; complaint process reviewed.                      |                   |
| <b>Attendance &amp; Punctuality</b> | Must report to work as scheduled; no-call/no-show may result in termination.                   |                   |
| <b>Employee Meal Policy</b>         | One approved meal per day; specific rules for free items and proper recording.                 |                   |
| <b>Uniform &amp; Appearance</b>     | Professional appearance and full uniform required during shifts.                               |                   |
| <b>Timekeeping Policy</b>           | All hours must be accurately recorded; no off-the-clock work permitted.                        |                   |
| <b>Break Policy</b>                 | Reviewed allowed unpaid break times based on shift length.                                     |                   |
| <b>Pay &amp; Payroll</b>            | Bi-weekly pay schedule; proper channels for paycheck or wage inquiries.                        |                   |

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| <b>Drug &amp; Alcohol Policy</b>         | Zero tolerance for working under the influence or possessing drugs/alcohol.    |  |
| <b>Medical Marijuana Policy</b>          | No use or impairment from marijuana allowed while working or on premises.      |  |
| <b>Scam &amp; Fraud Awareness</b>        | Never remove money from store or respond to suspicious calls/emails.           |  |
| <b>Cash Handling Policy</b>              | Only PIC handles register cash; shortages over \$2.50 may result in deduction. |  |
| <b>Social Media &amp; Cell Phone Use</b> | Respectful online conduct; no phones in prep or food service areas.            |  |
| <b>Confidentiality</b>                   | Company information and trade secrets must be kept private.                    |  |
| <b>Health &amp; Safety Policy</b>        | Follow all safety rules and report any injury or unsafe condition immediately. |  |
| <b>Workplace Violence &amp; Bullying</b> | Zero tolerance for threats, intimidation, or harassment.                       |  |
| <b>Customer Service Standards</b>        | Always be courteous and professional; guest satisfaction is priority.          |  |
| <b>Employee Complaint Procedure</b>      | Reviewed how to report any workplace issues or policy violations.              |  |
| <b>Open Door Policy</b>                  | Employees encouraged to discuss any concerns with management.                  |  |
| <b>Performance Reviews</b>               | Managers will provide feedback periodically on performance and development.    |  |
| <b>Employee Separation Policy</b>        | Reviewed final paycheck procedures and return of company property.             |  |

### Acknowledgment

I acknowledge that the above policies and procedures were reviewed and explained to me and that I have received a copy of the Subventures employee handbook. I understand that compliance with all company policies is a condition of employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_