



## 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.	

<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: \_\_\_\_\_