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## NEW EMPLOYEE ORIENTATION

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

### COMPANY CULTURE OVERVIEW

- Company History
- Vision / Mission / Values
- Business Goals

### SIGNATURE PACKET

- I-9 Form
- W-4 Form
- Job Description
- Performance Appraisal Form
- Employee Handbook
- Arbitration Agreement
- Confidentiality, Non-disclosure and Non-solicitation Agreement
- New Health Insurance Marketplace Coverage Options and Your Health Coverage (With Plan)
- Declination of Coverage
- Uniform and PPE Acknowledgement
- Cell Phone Issuance Agreement
- MPN Employee Notification Acknowledgement
- Employee Referral Program
- Acknowledgement and Certificate of Completion: Preventing Discrimination and Harassment

### INFORMATION PACKET

- Work Week / Pay Period
- Date of First Paycheck
- Company Timesheet & Company Timesheet Completion Procedures
- Standard Operational Procedures: Start and Stop Times / Lunch / Breaks
- Parking at Facility

### SAFETY AND TRAINING

- Safety Training: Injury and Illness Prevention Program
- Safety Training: Fire Prevention Program
- Safety Training: Emergency Evacuation Plan
- Safety Training: Lockout/Tagout Program
- Safety Training: Injury Reporting Process
- Safety Training: GHS/Hazard Communication Program
- Safety Training: Proper Lifting Techniques
- Safety Training: PPE
- Safety Training: Heat Illness Prevention Training
- Safety Training: Field Audit Protocol
- Safety Training: Eye Wash Station
- Equipment Training: Mowers
- Equipment Training: Gas Powered Hedge Trimmer
- Equipment Training: Weed Eater and Edger
- Career Ladder

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

Company Representative Name: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_