MANAGER/SUPERVISO								
ITEM/AREA		DATE		SIGNATU	RE			
Accidents/Injuries								
Budget information (if app	licable)							
Baagot information (ii app								
Business Cards (if applica	able)							
Customer Service								
Code of Conduct policy								
Code of Corlduct policy								
Concerns and Issues								
Directory / Phone Book								
Emanage District 1								
Emergency Plan/ Exits					1	1		
Function of Department								
T direction of Bopartmont								
Health and Safety								
Hours of Work - Breaks								
Introduction To New Emp	lovoo							
introduction to New Emp	loyees							
Keys and Access								
Location of Work station								
Memos/Reports								
Name used or perferred								
Traine asca of perferred								
Overtime								
Parking Permits and Area	S							
Policy Binder								
Folicy Billidel								
Punctuality and Attendand	ce							
Sick Leave/Other Absence	es							
Otalf and Oaf-t-M#								
Staff and Safety Meetings	i							
Training and Education								
Tour of Departments								
Franks O' (
Employe Signature Date								
Dale								
		RETURN T	O THE HU	MAN RESC	DURCES D	EPARTMEN	ĪТ	