

**WELCOME ABOARD**

- Welcome to GPS Hospitality

**PAPERWORK CHECKLIST**

- Completed Employment Application
- Completed/Verified I-9
- W4 and G4 (State Withholding)
- Work Permit or Age Certificate (Under 18)
- New Hire Form
- Have New Team Member Clock In
- Give uniform & name tag
- Restaurant Tour
- Introduce to Co-Workers and Management
- Alcohol, Drugs & Controlled Substance/Workers' Comp Policy
- Team Member Orientation Checklist Signed

**WHAT WE'RE ALL ABOUT**

- Review Company Handbook
- GPS Hospitality Vision, Values, Purpose and Philosophy
- District and Store Information

**BENEFITS - WHAT YOU CAN EXPECT FROM US**

- Discuss Pay and Pay Dates
- Food Discounts

**POLICIES – COMPANY HANDBOOK**

- Equal Employment Opportunity
- Hiring and Promotions
- Discrimination and Harassment Policy
- Team Member's Schedule
- Meal and Rest Breaks
- Attendance and Punctuality
- Uniforms
- Grooming and Hygiene
- Phone Calls/Cell Phones
- Cash Handling & Safety and Security
- Alcohol, Drugs & Controlled Substance
- Discipline Policy

**TO BE COMPLETED BY TEAM MEMBER**

\_\_\_\_\_  
New Team Member (Please Print)

\_\_\_\_\_  
Restaurant #

\_\_\_\_\_  
District

1. I have participated in the New Team Member Orientation as outlined above.
2. I understand the Benefits and Policies as outlined in the Company Handbook.
3. I have received uniforms as follows. I agree to maintain and return them upon my termination: \_\_\_\_\_ New Shirts and \_\_\_\_\_ Additional Shirts \_\_\_\_\_ Hat(s). If I do not return them, I give permission to GPS Hospitality to deduct the cost from my pay.
4. I have received my First Week Schedule.
5. I have reviewed the Cash Handling Policies.
6. I know that GPS Hospitality has a strict policy against discrimination and harassment, and I know how to report a complaint.
7. I understand that GPS Hospitality supports a drug free work environment.
8. I have seen and understand the workers' compensation policy.
9. I understand that nothing in any GPS Hospitality manual, handbook or form is to be construed as a contract or guarantee of employment and that the company reserves the right to terminate my employment at any time/for any reason with or without cause. I also understand that no one is authorized to make promises contrary to the statement above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

