

ORIENTATION CHECK LIST

- Benefit Booklets
- Code of Business Conduct including conflict of interest
- Company Mission and Values Statement, Goals and Objectives
- Collective Agreement
- Employee Assistance Program Information
- Employee Handbook of Policies, Rules and Regulations
- Form for Declaration of any Real or Potential Conflict of Interest
- Form for Declaring they have Read “Employee Handbook” and Code of Business Conduct
- Health and Safety Information
- Name of Supervisor and “Buddy” and Essential Contact Information
- Organization Chart
- Probationary Requirements
- Supplies
- Telephone Directory
- Union Information Package
- Uniform
- “What’s Next” (required activities over next period of time)
- Work Manuals

