# WELCOME

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| Welcome new employee!  On behalf of your colleagues, I welcome you to the S-Mart family and wish you every success here. We believe that each employee contributes directly to the CIL's growth and success, and we hope you will take pride in being a member of our team.  This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible for it will answer many questions about employment with S-Mart  We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!  Sincerely,  John Smart |

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# MISSION STATEMENT

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| S-Mart believes in shopping smart by finding fair and affordable prices. That’s why we strive to provide high quality products, the freshest groceries, and a quick, convenient shopping experience for our customers. |

# PURPOSE OF THIS DOCUMENT

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| This employee handbook is designed to provide you with important information regarding employment policies and procedures, salary and benefits, your responsibilities to your job, and Loyola services and facilities available to you. |

# BOARD OF DIRECTORS AND OWNERSHIP INFORMATION

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| This Information Statement is furnished to each holder of record of Common Stock of S-Mart Company, Inc. and each owner of Voting Trust Interests issued under the Voting Trust Agreement referred to below in connection with the Annual Meeting of Shareholders of the Company. That meeting is to be held at 9:30 A.M. on June 9, 2019 at. |

# GENERAL EMPLOYEE INFORMATION

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| S-Mart must give every new employee a copy of the Fair Work Information Statement (the Statement) before, or as soon as possible after, they start their new job. The Statement provides new employees with information about their conditions of employment |

# STANDARDS OF CONDUCT

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| Staff are expected to perform job duties and responsibilities in a manner that reflects the highest ethical and professional standards of conduct and performance. |

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# ALCOHOL AND SUBSTANCE ABUSE

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| S-Mart will identify all workplace factors that may influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drug or alcohol use or control the risks from them. S-Mart will consult with workers, work health and safety representatives and/or the work health and safety committee on this issue. |

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# EMPLOYEE SAFETY AND SECURITY

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| 1. You must have had training in activating and deactivating the alarm. (This will be provided by the Facilities Officers). 2. Where possible please let the Parking Manager (Geoff Hislop Ext: 4427) and know that you will be working. 3. You must complete the ‘out of hours’ sheet, by the Alarm panel, on the ground floor. This must be completed with the time that you leave on your departure. 4. Check in with CCTV, confirm if you intend to lock and alarm the building on departure. 5. CCTV will call at set intervals, to ensure the safety of the staff member, if there is no answer CCTV will call a key holder to investigate. 6. You must check out with CCTV when you leave. |

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# ANTI-DISCRIMINATION POLICY

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| This company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual’s race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination. |

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# HARASSMENT POLICY

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| Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination. S-Mart prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. |

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# SEXUAL HARASSMENT POLICY

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| S-Mart is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. S-Mart will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint |

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# DRESS CODE

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| *S-Mart* strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, S-Mart department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others |

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# BREAK POLICY

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| S-Mart provides all employees who work more than [six hours] on a given day with a [30-minute] meal break. They should take it within [two to five hours] from the beginning of their workday. These breaks are generally unpaid for non-exempt employees, unless local law states otherwise. |

# SOCIAL MEDIA POLICY

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| Content pertaining to sensitive company information (particularly those found within Adidas internal networks) should not be shared to the outside online community. Divulging information like the company’s design plans, internal operations and legal matters are prohibited. |

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# NEPOTISM POLICY

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| Anti-nepotism policies prevent related individuals from working in the same company or department. ... There are a number of sound reasons for anti-nepotism rules and “no fraternization” policies including: avoiding involvement in emotional problems at the home. Avoiding supervisory conflicts between spouses and relatives. |

# S-Mart Handbook Completed

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| Congrats on mastering the employee handbook. It’s one of the most crucial things you’ll need to know about as an employer, and now, you can proudly show off your handiwork for everyone to see. Just don’t forget to have an HR pro or employment attorney review your work before it struts into the limelight. |

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| **APPROVED BY** | John Smart | **TITLE** | CEO | **DATE** | 4/26/19 |

