

SUBJECT: INTRODUCTORY PERIOD	ORIGINATING DEPT: HUMAN RESOURCES	SECTION: ADMIN. & RECORD-KEEPING
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INITIATED BY: Human Resources	PAGES: 2	

I. POLICY/PURPOSE

Compass Group USA, Inc., its subsidiaries, and affiliates (“the Company”) provides newly hired Associates with a probationary period of ninety (90) calendar days (hereinafter called the “Introductory Period”). The purpose of the Introductory Period is to determine the Associate’s ability to perform their job duties and give the Associate an opportunity to see if they are satisfied with the position.

II. ASSOCIATES COVERED BY THE POLICY

All salaried exempt, salaried non-exempt, and non-union hourly Associates of the Company are covered by this Policy.

III. RESPONSIBILITY FOR ADMINISTRATION

The Human Resources Department and all levels of management are responsible for the administration of this Policy.

IV. PROCEDURES

The first month of the Introductory Period is called the “Orientation Period.” The Introductory Period, especially the Orientation Period, is a time when Associates will receive training for their new position and will provide Managers with the opportunity to evaluate and assess the newly hired Associate’s skills, ability, and interest in the position. It will also give the Associate the opportunity to see if the position is to their satisfaction.

Both the Associate and the Company have the option to end the employment relationship at any time. The Introductory Period is not a guarantee of employment for ninety (90) days or beyond.

All Company Associates are “at will” Associates. This means that Associates have the right to resign their position at any time, with or without cause and/or notice. Likewise, the Company can terminate the employment relationship with any Associate at any time with or without cause and/or notice. Statements or promises that may be made by Managers and other executives, with the exception of a written agreement signed by the Chief People Officer of Human Resources, may not supersede the at-will employment relationship.

V. STATE AND LOCAL LAW REGULATIONS

Where state or local laws conflict with this Policy, the Company will adhere to the law.

End of Policy