

## NEW HIRE ORIENTATION DOCUMENTATION

Employee Name \_\_\_\_\_ Employee # \_\_\_\_\_ Building \_\_\_\_\_

Date of Hire \_\_\_\_\_ Orientation Completion Date \_\_\_\_\_

Status: Full Time \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_ Temp to Regular Full Time \_\_\_\_\_

Co-Op \_\_\_\_\_ BMT \_\_\_\_\_ Part Time \_\_\_\_\_

### Type of Training

### Trainer's Signature

\_\_\_\_\_ Company Code of Conduct  
Policies and Procedures  
and Harassment Training

\_\_\_\_\_

\_\_\_\_\_ Voice and Data Systems Access  
And Security Policy

\_\_\_\_\_

\_\_\_\_\_ Fitness For Duty Policy

\_\_\_\_\_

\_\_\_\_\_ Health and Safety Training

\_\_\_\_\_

As a result of the training I received, I understand and agree with the following:

- Company-wide teamwork provides the world's best products and service.
- Each employee is the Company's greatest asset. Every job revolves around working together to meet or exceed the needs and expectations of our internal and external customers.
- Quality, safety, production, and people are equally important.
- Everyone should look at everything, everyday to find opportunities for improvement.
- Our products are the absolute best in the industry. We take pride in workmanship and quality that is critical to the Company's long term growth and success.
- Work should be rewarding, enjoyable, gratifying, and free from harassment.
- People should have a safe, clean, and positive place to work.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the EAST PENN MFG. Personnel Policy and Procedure Manual may occur. The Company will communicate all such changes, and I understand that revised information may supersede, modify, or eliminate existing policies. I have received copies of all policies from the EAST PENN MFG. Personnel Policy and Procedure Manual. The Open Door policies, my rights to have a workplace free from harassment, and the procedure to report harassment have been explained to me. I understand that I should consult the Personnel Department regarding any questions I might have about Personnel Policies or Procedures. I understand that it is my responsibility to read and comply with the policies and procedures contained in the EAST PENN MFG. Policy and Procedure Manual and any revisions made to it.

\_\_\_\_\_  
EMPLOYEE'S NAME (printed):

\_\_\_\_\_  
Date

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE:

\_\_\_\_\_  
Date