



Tim Hortons.

Orientation Pack

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WELCOME TO TIM HORTONS

We are so glad to have you on this great team and we are so excited about working as a team with you from today. We promise to make this decision worth it.



Discussion Points

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WHAT TO EXPECT

Covid 19 Regulations
Our History
Facilities
Organization Structure
Dress Code
Hazardous Material
Payroll Policies
Rules & Regulations
Employee Benefits



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History

HOW WE STARTED



The business was established by Tim Hortons.
In 1984, he opened the first doughnut store
in Ontario with the name Tim Hortons
Doughnut.



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FACILITIES

At Tim Hortons Distribution, we are constantly on the lookout for great people to strengthen our team. We believe that great people exhibit our corporate values, are authentic, and have an ownership mentality that fuels a desire to take care of the customer





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EMPLOYEE BENEFITS

- Retirement Benefits
- Educational incentives
- Extended healthcare benefits
- Social Security
- Paid vacations
- Sick leave and medical leave
- %25 Discount on Bavarages

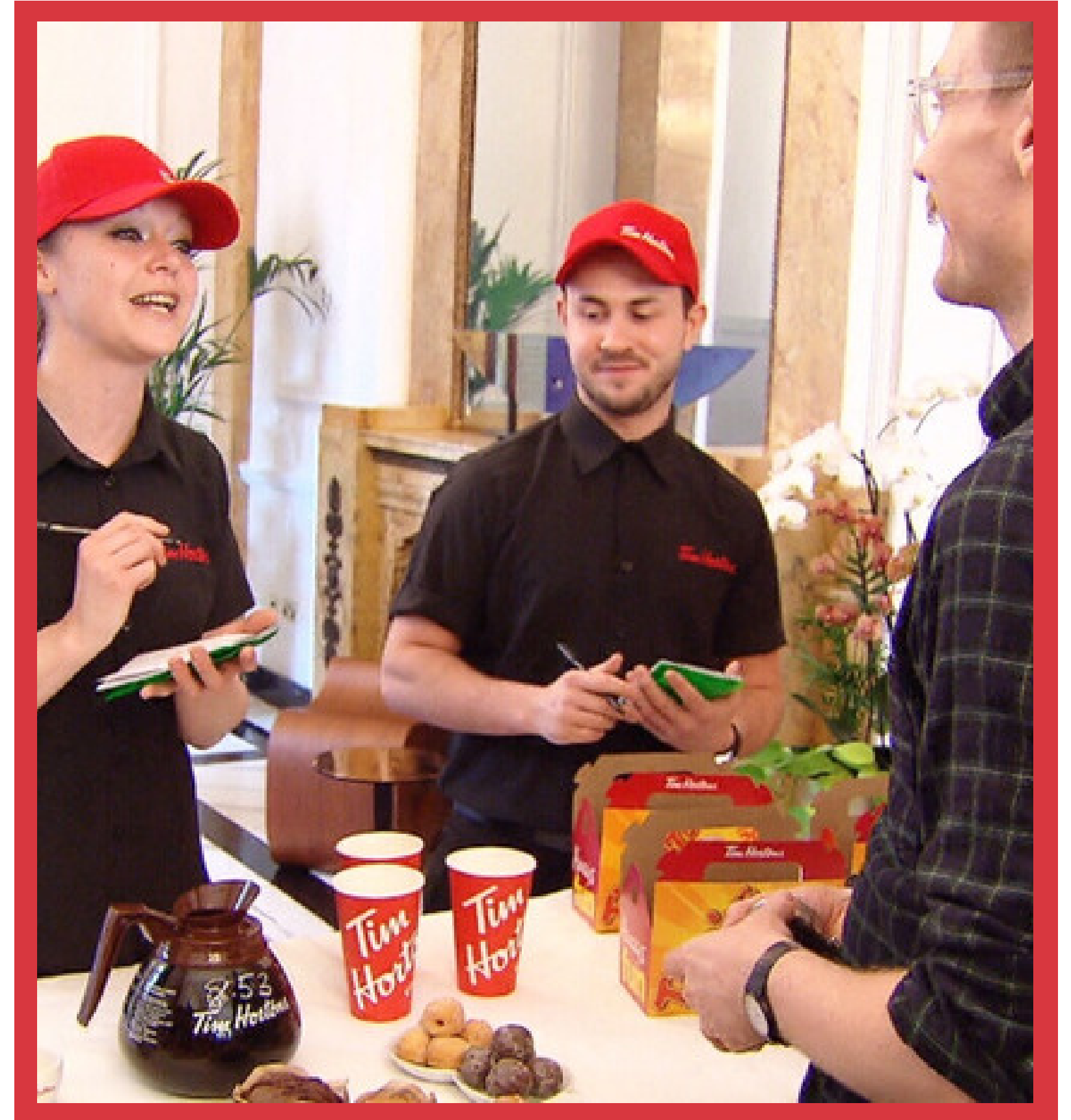


INSURANCE

Life insurance

Short term and long
term disability insurance

Dental insurance





HAZARDOUS MATERIAL

Hazardous substance is any substance that has one or more of the following properties above specified levels:










- an explosive nature
- flammability
- ability to oxidise (accelerate a fire)
- corrosiveness
- acute or chronic toxicity (toxic to humans)
- ecotoxicity (can kill living things either directly or by building up in the environment).





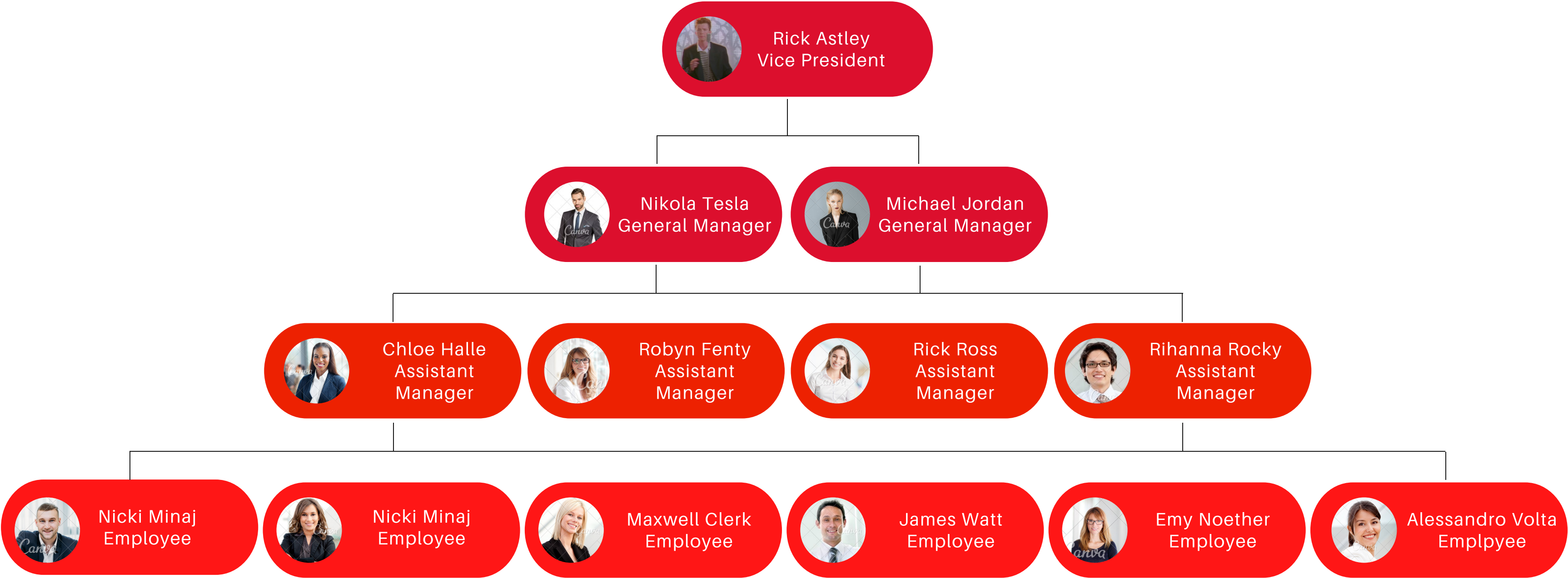
HAZARDOUS MATERIAL

SYMBOLS AND MEANINGS

	Flammable		Corrosive		Biohazardous Infectious Materials
	Oxidizer		Health Hazard		Harmful/Irritant
	Compressed Gas		Explosive		Toxic



Organizational Chart



A red maple leaf logo in the top left corner.

Payroll Policies

WEEKLY PAY

Employers will keep records of workweek schedules.

Employees will be paid hourly (wage)

TIMEKEEPING

Employees will be paid accurately and on time (after every two weeks)

BREAKS AND MEAL PERIODS

Clock in and out for breaks and lunches is mandatory

Employees will not be paid during meal period



Shift Schedules

**EVERY EMPLOYEE
HAS TWO SHIFTS**

MORNING SHIFT

8AM-12AM

NOON

12AM - 2PM

AFTERNOON

2PM - 6PM

EVENING

6PM-10PM

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Incentive Program

PAY RAISE

Based on performance, length
of service and market rates

VACATION DAYS

Employees will receive paid
vacation days
10 days per year

REWARDS

50% employee discount on all of
Tim Hortons' branches
20% Friends and Family Discount



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Employees Must:

KEEP THE SPACE CLEAN.

WEAR THE PROPER UNIFORM.

FOLLOW RULES OF HYGIENE.



CODE OF CONDUCT

FAIR AND ETHICAL

We treat our employees with respect and fairness

- Business ethics

DISCRIMINATION/ HUMAN RIGHTS

In respect to hiring, salary, benefits and advancements are fair to all people

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DRESS CODE

Provide a dress code that is dark brown and black. It comes with the Tim Horton hat, belt, pants and shirt, as well as a name tag. Everything must be black including slip resistant work shoes. Also shirt must be tucked in at all times.



Covid-19 Regulations



- Face Masks are mandatory in all indoor spaces of the workplace
 - All employees are required to be fully vaccinated
 - All workers are required to wash and sanitize their hands as soon as they clock in for work.
-
- Practice social distancing





THANK YOU

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We therefore present to you a warm welcome and plenty of great wishes on becoming part of this incredible team. On behalf of the board of directors and the entire staffs of Tim Hortons we say congratulations!