



# Orientation Pack

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**Tim Hortons.**



# 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.



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# Discussion Points

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## **WHAT TO EXPECT**

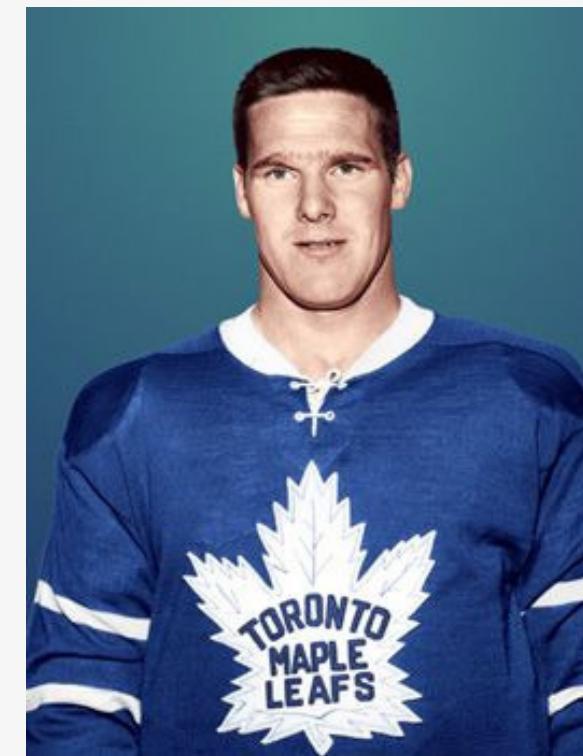
- Covid 19 Regulations
- Our History
- Facilities
- Organization Structure
- Dress Code
- Hazardous Material
- Payroll Policies
- Rules & Regulations
- Employee Benefits



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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.





# EMPLOYEE BENEFITS

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



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# 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).





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# HAZARDOUS MATERIAL

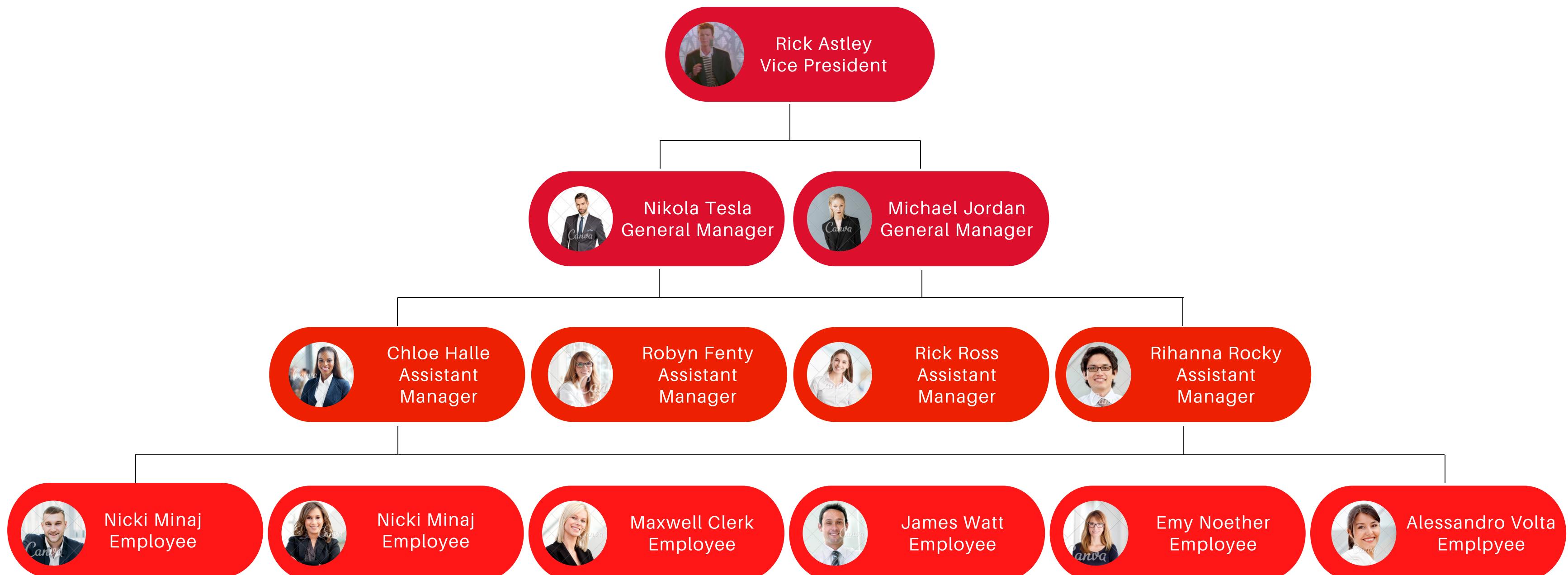
## SYMBOLS AND MEANINGS

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



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# Organizational Chart



# 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



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# Shift Schedules

**EVERY EMPLOYEE  
HAS TWO SHIFTS**

**MORNING SHIFT**

8AM-12AM

**NOON**

12AM - 2PM

**AFTERNOON**

2PM - 6PM

**EVENING**

6PM-10PM





# 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.



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# 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

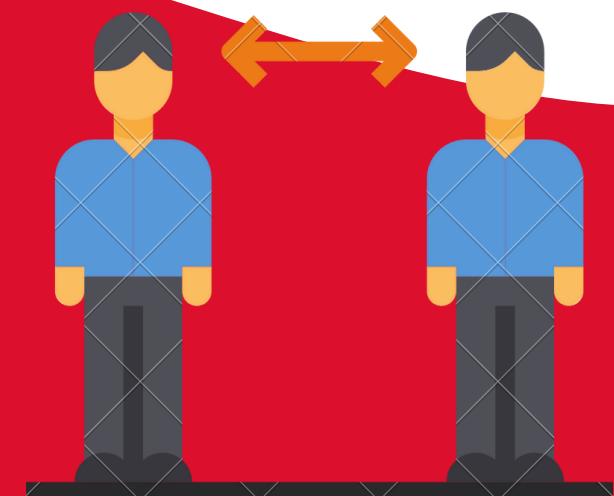
# Covid-19 Regulations



- 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



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# 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!