



Merchandiser Policy Acknowledgement

As a Jeffery's Greenhouses Merchandiser, I confirm and agree that I have read, understood, and will comply with the following. If you have any questions, please seek clarification before signing.

- Employee Orientation.** I have participated in orientation and learned about the hours of work/schedule, dress code and where to find it in the company policy and procedures material, attendance and sign in procedures.
- Employee Handbook** has been reviewed with me, and I know where I can find it on the company website or request a copy if required.
- Company Website Tutorial Video** has been reviewed with me, and I know where to find it on the company website and specifically the areas about deliveries, store notes, cull sheet forms, empty rack pick-ups, emailing my supervisor, km reimbursement, secure document transmission, location of Human Resources and Health and Safety sections.
- Payroll Tutorial Video** has been reviewed with me, I know where to find it on the company website and understand my responsibility regarding payroll, including daily web punching, mandatory 30 minute unpaid lunch after 5 hours, how to use a time sheet if web punch isn't working and proper submission of hours at the end of each week and lastly reviewing my pay stub promptly when received and notifying my supervisor immediately if necessary.
- Guide to Hazard Awareness** has been reviewed with me which includes the C-6 Hazard Assessment outlining potential hazards to be aware of with the controls in place to avoid injury.
- Shipping Rack Handling** has been completed including reviewing the standard operating procedures found in the above Hazard Guide and watched the video also linked in the above Hazard Guide.
- Accessibility for Ontarians with Disabilities & Ontario Human Rights** has been reviewed including the following: Accessibility Standard for Customer Service presentation, Integrated Accessibility Standards and Ontario Human Rights pamphlet along with the Emergency Response Plan Form (if required).
- Workplace Anti-Violence, Harassment & Sexual Harassment Statement.** I understand the company has a program and reporting procedure in place and have reviewed the statement and watched the video provided on the website.

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Document Summary. I agree that the following has been completed:

- Seasonal Merchandiser Employee Contract
- Signed Job Description
- Employee Information Record
- Vehicle Authorization Form (if applicable)
- Ministry of Labour Health and Safety Awareness (certificate emailed to Human Resources)

Name:

Signature:

Supervisor:

Date: