



4818

ATTENTION ALL EMPLOYEES:

At the start of each shift, you are provided with a SuperMom's shirt (stock shirt) and/or smock ~~that is to be worn during your shift. These CANNOT be taken home. They are SuperMom's~~ property, and will be treated as theft if you are seen leaving the facility with the shirts/smocks.

In the lunchroom, SuperMom's provides you with free baked goods that are for you to enjoy and take home. The policy of taking food with you is limited to ONE bag per person. If you are seen leaving the facility with more than one bag of product this will also be considered theft.

If you are seen violating either one of these policies, it will result in immediate termination of employment.

By signing below, you are acknowledging that you understand the above written policies and consequence.

ATENCION TODOS EMPLEADOS:

Al empleo de cada turno usted prestara una camiseta de Super Mom's o un delantal que se necesita usar durante su turno. Estos articulos NO PUEDEN llevarse a la casa. Son propiedad de Super Mom's y sera tratado como robo si usted se los lleva fuera del edificio.

En el cuarto de rotura, Super Mom's le ofrece panecillos que son para que usted disfrute y lleve a su casa. La poliza de llevarlos a su casa es limitado a UNA bolsa por persona. Si usted lleva mas de una bolsa de estos productos, tambien sera considerado robo.

Si usted viola cualquiera de estas polizas, resultara en despedida inmediata.

Firmar la siguiente linea nos demuestra que usted entiende estas polizas y sus consecuencias.

Signature of Employee/Firma de Empleado

12/1/18

Date/Fecha

Abdikadir mohamed
Printed Name of Employee/Nombre del Empleado



To: Corporate Management Group (CMG) Employees

From: Corporate Management Group

Subject: Attendance Policy

In acceptance of employment with Corporate Management Group (CMG), it is our obligation to inform you of our attendance policy. Each employee is important to the success of the company and the customers we service. We rely on employees to be conscientious and punctual in regards to attendance and deadlines. Therefore, it is important that employees report to work each day as scheduled.

I acknowledge by my signature below that I have been;

- a.) Informed and provided a copy of the attendance policy
- b.) Agree to abide by the policy terms

A: Todos Empleados de Corporate Management Group (CMG)

De: Corporate Management Group

Sujeto: Política de Asistencia

En la aceptación de un empleo con el Grupo de Gestión Empresarial (CMG), que es nuestra obligación para informarle de nuestra política de asistencia. Cada empleado es importante para el éxito de la compañía y los clientes a los que el servicio. Contamos con empleados a ser consciente y puntual en lo que respecta a la asistencia y los plazos. Por lo tanto, es importante que los empleados se presenten a trabajar cada día como estaba previsto.

Reconozco con mi firma que he sido;

- a.) Informado y facilitado una copia de la política de asistencia
- b.) Estar de acuerdo en cumplir con los términos de política

A handwritten signature in black ink, consisting of a stylized 'A' followed by a horizontal line and a small flourish.

(Employee Signature/Nombre de Empleado)

12/11/18

(Date/Fecha)

SuperMom's New Employee Training Quiz

Name (Print): Abdikadic Mohamed Date: 15/11/18

Language Spoken: _____

10 questions (choose one answer per question)

1. Who is responsible for food safety & quality at SuperMom's?
 Supervisors
 Everyone
2. Food and beverages may be stored in your locker:
 True
 False
3. I must report to my Supervisor if I have:
 Diarrhea or Vomiting
 Jaundice
 Salmonella
 Lesions with pus (boils or wounds)
 All of the above.
4. Only clear nail polish can be worn in the production area.
 True
 False
5. How long should you wash your hands for?
 20 Seconds
 10 Seconds
 5 Seconds
 I don't need to wash my hands
6. Hairnets are required at all times when they are in the production area.
Beard nets are required for men with beards.
 True
 False

7. Plain wedding bands are allowed to be worn in production areas.

yes True
 False

8. All employees are required to wear slip-resistant shoes in production areas.

True
 False

9. Smocks may be worn outdoors.

True
 False

10. Everyone is required to have an identification badge.

True
 False

By signing below you agree that you have been trained and understand the topics outlined in the training.

Employee (Signature): *[Signature]* Date: 15/1/18

Training Representative: *Keyla Hollaway* Date: 1/15/18