

newrest

CATERING UNLIMITED



Hourly Employee Orientation Booklet

Atlanta - June 2021



1996



Creation of Catair

by Olivier Sadran

2001

Merger of *Catair* with *Eurest Inflight* (*Compass* inflight catering division)

2006

Opening of the Inflight catering unit at Paris-Charles de Gaulle

14 countries
2 activity sectors
8,000 employees

2005

Creation of Newrest



Joint venture with *Saudia Catering* in Saudi Arabia, and *Wacasco* in Sultanate of Oman

Acquisition of *LSG Sky Chefs* in Spain

28 countries
4 activity sectors
12,100 employees

2008

2012



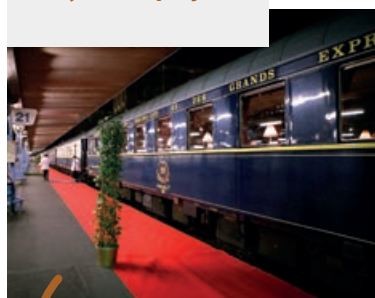
Joint venture with *SOS* in the Philippines and *RedMed* in Algeria
IPO *Saudia Airlines Catering*

46 countries
5 activity sectors
23,000 employees



Acquisition of *Compagnie des Wagons-Lits*
Acquisition of *Airshop*

43 countries
6 activity sectors
14,000 employees





Joint venture with *dnata* in South Africa and *Gulf* in Qatar, Kuwait, Bahrein and in United Arab Emirates
Award of *SNCF* train contract in France

49 countries
5 activity sectors
25,000 employees

2013



2014



Acquisition of *Atasa* in Morocco
Acquisition of 100% of *First Catering* in Ghana, in Zambia and South Africa

49 countries
5 activity sectors
28,000 employees



Acquisition of *Apetito* and joint venture with *Coralys* in France
Joint venture with *ASL* in Nigeria
Starting of operations in Colombia

48 countries
4 activity sectors
29,500 employees

2016



2018



Newrest opens two major production units for *Delta Air Lines*, successfully expanding its footprint on the American continent

49 countries
4 activity sectors
32,000 employees



Starting of operations in Guyana, in India & Senegal
Acquisition of *EM Food Services* in Cambodia & Myanmar, of *Parl'tim Yemek* in Turkey & Roumania and of *ISS* in Israel

58 countries
4 activity sectors
34,900 employees

2019



2020



Extension of partnerships with *British Airways* & *Air Canada*

Unlimited support

A global network,
a cross-disciplinary
know-how




57

 countries across
the world

1 074.4 M€

 of consolidated
turnover 2019/20

29,500

 employees
worldwide

1.08 M

 meals served
per day

**Activity
sectors**
Inflight

35

 countries across
the world

369.9 M€

 of consolidated
turnover 2019/20

7,983

 employees
worldwide

264,735

 meals served
per day

**Catering
& Remote site**

39

 countries across
the world
(involved in at least
one activity)

489.9 M€

 of consolidated
turnover 2019/20

17,550

 employees
worldwide

765,415

 meals served
per day

Rail

7

 countries across
the world

177.6 M€

 of consolidated
turnover 2019/20

2,929

 employees
worldwide

31,445

 meals served
per day

Retail

21

 countries across
the world

37.0 M€

 of consolidated
turnover 2019/20

1,038

 employees
worldwide

20,382

 meals served
per day


BENEFITS

Company-recognized Holidays

- New Year's Day,
- Martin Luther King Jr. Day
- Memorial Day,
- Juneteenth Day,
- Independence Day,
- Labor Day,
- Thanksgiving,
- Christmas



You receive double pay for working on a company-recognized holiday. You receive half-day pay if you do not work on a holiday. You must work the previously scheduled day and after in order to be paid as explained above.

Retirement

401k - Eligible after 90 days

Insurance

Medical Insurance
Dental Insurance
Vision Insurance
Life Insurance



Eligible the 1st of the month after 30 days.

See Benefits Guide for more details.

Parental Leave



Eligible employees will receive a maximum of 3-6 weeks of **paid** parental leave per birth/adoption.

- **1 Week:** Immediately before the due birth date of the child and
- **2 Weeks:** Immediately after the birth of the child/adoption and
- **3 Additional Weeks:** For mothers who cannot work after 2 weeks due to a disability related to recovery of delivery.

You must give your manager at least 6 months' notice prior to the proposed date of leave.

PTO (PAID TIME OFF)



EARN PTO ON FIRST PAYCHECK

Service Year	Annual Benefit	Hours accrued per pay period	Maximum Accrual (Hours)
0 – 3 years	80 hours / 10 days	1.54	80
3 – 10 years	120 hours / 15 days	2.31	100
10 – 20 years	160 hours / 20 days	3.08	120
20 + years	200 hours / 25 days	3.85	160

The accruals above are dependent on the number of earning hours worked in a pay period. Earning hours are defined as any hours that are paid, such as regular hours, overtime hours, PTO hours, bereavement hours, etc. For example, if you have 31 earning hours out of 40 possible hours in a week, you will accrue 1.23 hours of PTO that pay period instead of the full **1.54 hours**. The PTO accrual threshold is broken out by 5 different increments, or 8 hours. To obtain the full PTO accrual per pay period, an employee must have at least 32 earning hours.

Paid Time Off (PTO) may be used for vacation, sickness, or other personal purposes. There is no separate vacation or sick policy. Non-exempt employees may take personal time in increments of 1 hour or more. Exempt employees may only take personal time in increments of 4 hours.



ATTENDANCE POLICY (POINT-BASED)

Tardiness (.5 points)

Newrest will allow you to be late for up to 5 minutes after the scheduled start time without incurring points.

Absences (1 point)

Your manager has the discretion to approve or not approve an absence. Your manager may also approve the use of PTO to cover an absence.

Absences due to sickness (1 point)

If you are absent for more than three days due to an illness, you must bring a doctor's note for those days to be excused.

No-call/No-show (NCNS) (2 points)

You are considered to have no -called/no-showed if you do not show up on your scheduled day and do not notify your manager before the beginning of the shift regarding your absence.

Excused Absences

- FMLA absence
- Military Leave
- Inclement weather
- Birth of a child
- Death of a family member
- Court orders, such as jury duty, witness duty, child custody, etc.

Corrective Action

Verbal Corrective Action (in writing)

2 points

Written Corrective Action

3 points

Suspension

4 points

Termination

5 points

Reward

If you do not have any points for a six-month period, you will be awarded with an extra four hours of PTO.



DRUG TEST POLICY

To promote a safe and productive workplace, Newrest may conduct the following types of Drug and Alcohol tests for all employees:

- **Pre-employment**
- **Reasonable Suspicion**
- **Random**
- **Post-accident**

OVERTIME POLICY

Any non-exempt employee who works overtime will be compensated at the rate of **one and one-half times** (1.5) his/her normal hourly wage for all time worked in excess of forty **(40) hours** each week, unless otherwise required by law. You may work overtime only with prior management authorization.

DISCRIMINATION AND HARASSMENT POLICY

Newrest is an equal opportunity employer that believes every qualified person has an equal opportunity for hire, compensation, assignment, training, advancement, and other employment-related programs without regard for race, color, religion, sex, sexual orientation, gender identity, national origin, age (over 40), disability as defined by law, military or veteran status, or any other class protected by law. All employees are expected to work in harmony with others and treat each other with courtesy, respect, and professionalism.

If you believe you have been subject to prohibited discrimination or harassment, including sexual harassment, immediately report the incident to your manager or the Human Resources department. Reports are treated as discreetly and confidentially as possible. No employee is retaliated against for lodging a complaint with management under this policy or participating in an investigation of such a complaint.

In accordance with federal and state law, Newrest provides reasonable accommodations for qualified employees with known disabilities and employees whose religious belief, practice, or observance conflicts with a workplace requirement, unless doing so would result in an undue hardship to Newrest or cause a direct threat to health or safety. If you need such accommodations, please contact your manager or the Human Resources department immediately.

STANDARD POLICIES

- Wear Newrest **identification** outside your clothing at all times.
- **Challenge** anyone in Newrest facilities that does not have proper identification.
- Be willing to have contents of all purses, packages, bags and pockets **thoroughly searched** before entering and exiting the building.
- **No metal knives**, scissors box-cutter or razors of any kind can be brought into Newrest facilities. The only knives and box-cutters allowed are those issued by Newrest.
- No **personal cell phones** or the like in Newrest facilities.
- **No jewelry** in the production floor. This includes rings, bracelets, watches, necklaces and all types of earrings, including any facial jewelry. The only exceptions are Medical Alert Bracelets and/or a plain ring/band.
- Wear appropriate **hair net and beard net**, if applicable.

- No eating, chewing gum, or using tobacco on the production floor; this can be done only in designated areas.
- Smoking is prohibited in all Newrest vehicles, docks, and facilities.
- Wear clean uniform every day. Practice daily hygiene, such as showering and brushing teeth.
- Wash hands frequently.
- No fingernail polish or false fingernails.
- No spitting.
- No holding toothpicks, straws, pens, or similar objects in your mouth while on the job.
- Pens, pencils, cigarettes, or any other object behind ears is prohibited.

Lockers will be inspected on a regular basis – leave personal items, money, and expensive items at home to avoid loss.



You may NOT remove company items from the facility (even if it is inbound items, food, supplies, etc. that we do not utilize in the Newrest kitchen. These are still company property, and you are not authorized to remove them.)

[illegible]



newrest

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