

newrest

CATERING UNLIMITED



Hourly Employee Orientation Booklet

Salt Lake City - December 2019





2018

Start-up USA

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



2017



Starting of operations in Laos / Newrest Restauration acquired 100% of Coralys Company's Shares in early 2017



2016

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



2014

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



2012

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

2013



Joint venture dnata Newrest in South Africa and Newrest Gulf in Qatar, Kuwait, Bahrein et aux UEA / Award of SNCF train contract in France

2010



Acquisition of 'Compagnie des Wagons-Lits' / Acquisition of Airshop



2008

Joint venture with Saudia Catering in Saudi Arabia, and Wacasco in Sultanate of Oman / Acquisition of LSG Sky Chefs in Spain

2006



Opening of the inflight catering unit at Paris Charles de Gaulle



2005

Creation of Newrest



2001

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



1996

Creation of Catair

by Olivier Sadran



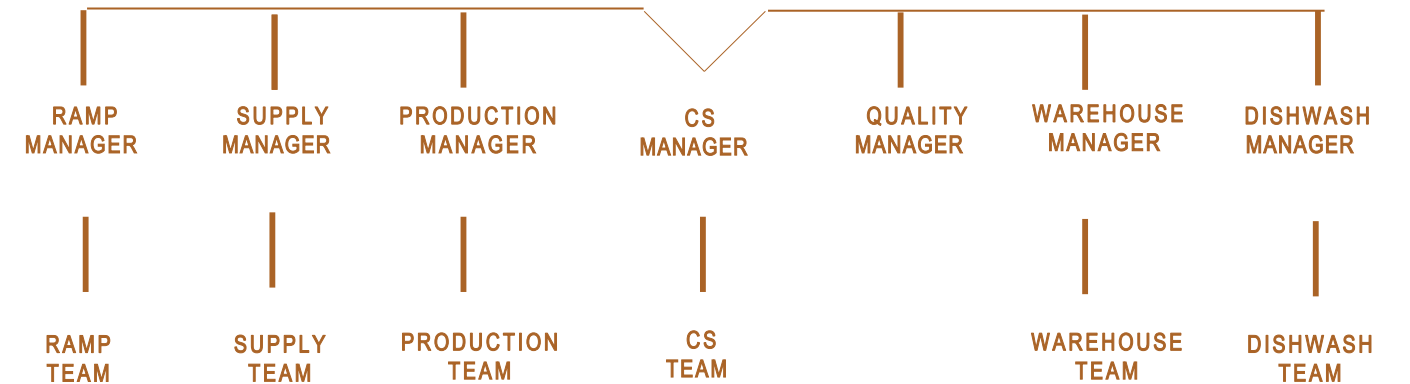
ORGANIZATION CHART

COUNTRY MANAGER

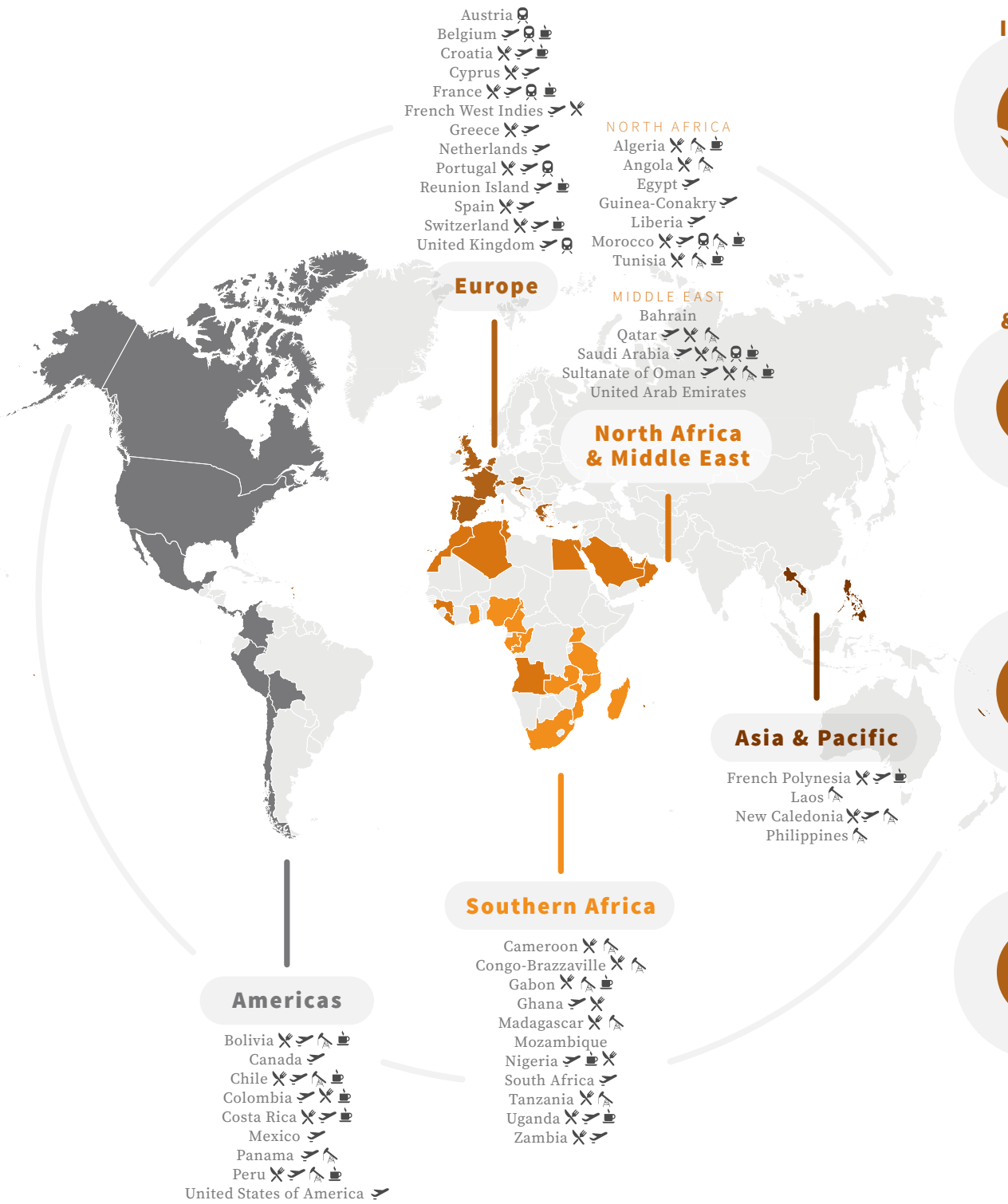


UNIT MANAGER

DEPUTY UNIT MANAGER



A global network, a cross-disciplinary know-how
for unlimited performance



Newrest is the only catering company to work in all segments of the industry. It has an incomparable wealth of know-how.



49 countries across the world



1,369.6 M€ of sales under management 2017/18 (excluding Saudia Catering)



32,000 employees worldwide



1.2 M meals served per day



Activity sectors

Inflight



35 countries across the world

584.7 M€ of sales under management 2017/18 (excluding Saudia Catering)

9,914 employees worldwide

328,541 meals served per day



Catering & Remote site



34 countries across the world (concerned by at least one activity)

443.8 M€ of sales under management 2017/18 (excluding Saudia Catering)

17,173 employees worldwide

788,255 meals served per day



Rail



7 countries across the world

297.8 M€ of sales under management 2017/18 (excluding Saudia Catering)

3,679 employees worldwide

49,900 meals served per day



Retail



18 countries across the world

43.3 M€ of sales under management 2017/18 (excluding Saudia Catering)

1,234 employees worldwide

33,305 meals served per day



150/250



FLIGHT SPER DAY

4,000/7,000



ME ALS PER DAY

~300



ASSOCIATES AND MANAGERS

BASIC RULES TO FOLLOW

You must wear Newrest identification outside your clothing at all times.

You should challenge anyone in Newrest facilities without proper identification.

The contents of all purses, packages, bags and pockets will be thoroughly searched before entering and exiting the building. NOEXCEPTIONS!!!

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.

You should not bring personal CELL PHONES or the like in Newrest facilities.

You should remove any jewelry before entering the production floor and/or beginning work. This includes ring, bracelets, watches and necklaces and all types of earrings including any facial jewelry. The ONLY exceptions are Medical Alert Bracelets and/or a plain ring/band.

You must cover your hair and facial hair with appropriate hairnets.

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.)

You should not eat, chew gum, or use tobacco on any production floor; this can be done only in designated areas.

You must not consume food or beverages in any vehicle. Smoking is prohibited in all Newrest vehicles and out on the ramp.

You must not consume food outside of the cafeteria. The ONLY exception to this are legitimate test areas, customers' presentations, employee recognition lunch/dinners, or a management authorized event.

You must be in a clean uniform every day. Personal hygiene must be practiced daily, such as brushing teeth, wearing

You should keep your hands clean. No fingernail polish or false fingernails are allowed.

Spitting is not allowed.

You should not hold toothpicks, straws, pens, or similar objects in your mouth while on the job.

Pens, pencils, cigarettes, or any other object behind ears is prohibited.



First option:

Intermountain Worked
1685 W 2200 S
Salt Lake City, UT 84119

801-972-8850

Hours: Monday – Friday 7:30am
– 7pm

Second option (Only if outside of Worked hours)

West Valley Urgent Care 3451
South 5600 West Valley City,
84120

801-335-9223

Open from 9am – 10pm, 7 Days
a Week

Final option (Only if it is outside of hours from facilities above or if it is life-threatening)

Jordan Valley Medical Center
West Valley Campus

3460 Pioneer Pkwy, West
Valley City, UT 84120

INJURY – WHAT TO DO IF INJURED ?

First, notify your manager. Call them or text them if needed.

Fill out an incident report with HR

Only a department manager or higher is permitted to call 911



BENEFITS

Company - Recognized Holidays

- New Year's Day,
- Memorial Day,
- Independence Day,
- Labor Day,
- Thanksgiving,
- Christmas.



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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.

401k - Eligible after 90 days

Medical Insurance
Dental Insurance
Vision Insurance



Eligible the 1st of the month after 60 days

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 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.

Benefits Orientation schedule will cover medical, dental & vision.

PTO (PAID TIME OFF)

www.newrest.eu



EARN PTO ON FIRST PAYCHECK

Service Year	Annual Benefit	Hours accrued per pay period	Maximum Accrual (Hours)
0 – 3 years	80 hours / 10 days	3.08	80
3 – 10 years	120 hours / 15 days	4.62	100
10 – 20 years	160 hours / 20 days	6.16	120
20 + years	200 hours / 25 days	7.70	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 71 earning hours out of 80 possible hours in a week, you will accrue 2.77 hours of PTO that pay period instead of the full **3.08 hours**. The PTO accrual threshold is broken out by 10 different increments, or 8 hours. To obtain the full PTO accrual per pay period, an employee must have at least 72 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



Tardiness

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

Absences

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

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

No-call/No-show (NCNS)

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.

All pending appropriate paperwork must be filled out completely and timely

Written Corrective Action	2 tardies per quarter	1 NCNS	2 absences per quarter	2 absences due to sickness per quarter
Suspension	3 tardies per quarter	2 NCNS	3 absences per quarter	3 absences due to sickness per quarter
Termination	4 tardies per quarter	3 NCNS	4 absences per quarter	4 absences due to sickness per quarter



DRUG TEST POLICY

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

Pre-employment

Reasonable Suspicion

Random

Post-accident

Newrest may conduct unannounced inspection for violations of this policy in the workplace, worksites, or Company premises. You are expected to cooperate in any inspection.

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.

If you work overtime, you **MUST** fill out the **Overtime Approval Form**.

DISCRIMINATION & HARASSMENT



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.

NOTES

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newrest
USA

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