ORIENTATION

***Policy:***

All new employees will be provided an orientation when starting with Just Junk.

***Procedure:***

1. The Orientation & Training for new employees consists of:
	1. Three orientation days
	2. Orientations and job shadowing with various managers and collegues
	3. Global Orientation & Quiz
	4. Job Specific Orientation
	5. General Employee Manual
2. Every employee needs to complete a Just Junk Global Orientation, which describes the company’s culture and traditions.
3. Employees also complete an Orientation corresponding to their specific job role, for example:
	1. Driver
	2. Navigator