GI MOVERS
Anytime anywhere ► Feel stress free

G I M C O CARGO SERVICES L.L.C
جي اي ام سي او لخدمات الشحن ش.ذ.م.م

INDUCTION TRAINING & CHEKLIST

Employee Name: Dal Bahadur	**Department:** Operation
Nationality: Nepal	**Designation:** Pekur
Date of Joining: 29/07/2026	**Induction Dt.:** 29/07/2026

Induction Elements		Remarks
1. Give appointment letter & receive signature	✓	
2. Brief explanation of services provided by Company, its structure etc	✓	
3. Explain office discipline , Hierarchy	✓	
4. Dress code & Personal Hygiene and Appearance	✓	
5. Expectations & Responsibilities of the Role	✓	
6. Working hours and Leave Policy	✓	
7. Customer service and Quality	✓	
8. Introduction to all office staffs	✓	
9. Quality program & Quality Manual	✓	
10. Termination of employment, Notice period	✓	
11. Provide accommodation facility (if applicable)	✓	

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INDUCTION TRAINING & CHEKLIST

Employee Name: DAL Bahadur	**Department:** Operation
Nationality: NEPAL	**Designation:** Packer
Date of Joining: 29/07/2026	**Induction Dt.:** 29/07/2026

Induction Elements		Remarks
12. Complete labour& immigration documents	✓	
13. Office Transportation (if applicable)	✓	
14. Familiar with Office, warehouse area	✓	
15. Fire exits & First aid box location	✓	
16. IT and Environmental policy	✓	
17. Social responsibility and code of conduct	✓	
18. Health and safety	✓	
19. Explain core values of organization	✓	
20. Explain organization goals	✓	
21. Explain Tag Line : "Anytime anywhere Feel Stress Free "	✓	
Other Questions from new employee. (if any)	✓	
I have received the above induction training: **New employee signature:**		**Induction given by:** Khuvram Thakur **Designation.** H.R **Sign:** .....