Hook GENERAL TRADING L.L.C	NEW EMPLOYEE CHECKLIST	Effective Date: 01 Oct 2021
		Document Code: QMS-RM-F04
		Rev. #.00 | Ref #:

EMPLOYEE INFORMATION

Name: Ali mohamd Ali Semid	Start date: 4-7-2026
Position: Store Keeper	Manager: Mosa

FIRST DAY

- [x] Provide employee with New Employee Workbook.
- [x] Assign "buddy" employee(s) to answer general questions.

POLICIES& ADMINISTRATIVE PROCEDURES

[x] Review key policies. • Anti-harassment • Vacation and sick leave • Holidays • Time and leave reporting • Dress code Employee Reference Check	• Personal conduct standards • Progressive disciplinary actions • Security / Safety • Confidentiality • Emergency procedures • Visitors E-mail and Internet use	• Introduction Email • Office/desk/work station/Telephone • Mail (incoming and outgoing) • Shipping (FedEx, DHL, and UPS) • Conference Room • Office Supplies

ADMINISTRATIVE PROCEDURES

[x] Review general administrative procedures	[ ] Business Card _____
[ ] Email Creation _____	[ ] Office Key _____
[ ] Laptop _____	[ ] Medical Insurance _____
[ ] Mobile _____	[ ] Bank Account Opening _____
[ ] Company Car _____	[ ] Any Other _____

INTRODUCTIONS AND TOURS

- [x] Give introductions to department staff and key personnel during tour.

[x] Tour of facility, including:	• Restrooms • Copy centers • Fax machines	• Bulletin board • Parking • Printers • Office supplies	• Kitchen • Coffee/vending machines • Emergency exits and supplies

POSITIONINFORMATION

- [x] Introductions to team.
- [x] Review initial job assignments and training plans.
- [x] Review job description and performance expectations and standards.
- [x] Review job schedule and hours.
- [x] Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

[ ] Hardware and software reviews, including:	• E-mail • Intranet	• Microsoft Office System • Data on shared drives	• Databases • Internet

Employee

Human Resources Manager

GENERAL TRADING L.L.C	NEW EMPLOYEE CHECKLIST	Effective Date: 01 Oct 2021
		Document Code: QMS-RM-F04
		Rev. #.00 | Ref #:

EMPLOYEE INFORMATION

Name:	Talha Bin Hassan	Start date:	20 Jun - 2026
Position:	Bike Rider	Manager:	Musa

FIRST DAY

- ☑ Provide employee with New Employee Workbook.
- ☑ Assign "buddy" employee(s) to answer general questions.

POLICIES& ADMINISTRATIVE PROCEDURES

☑ Review key policies. • Anti-harassment • Vacation and sick leave • Holidays • Time and leave reporting • Dress code Employee Reference Check	• Personal conduct standards • Progressive disciplinary actions • Security / Safety • Confidentiality • Emergency procedures • Visitors E-mail and Internet use	• Introduction Email • Office/desk/work station/Telephone • Mail (incoming and outgoing) • Shipping (FedEx, DHL, and UPS) • Conference Room • Office Supplies

ADMINISTRATIVE PROCEDURES

☑ Review general administrative procedures	☐ Business Card _____
☑ Email Creation _____	☐ Office Key _____
☐ Laptop _____	☐ Medical Insurance _____
☐ Mobile _____	☐ Bank Account Opening _____
☐ Company Car _____	☐ Any Other _____

INTRODUCTIONS AND TOURS

- ☑ Give introductions to department staff and key personnel during tour.

☑ Tour of facility, including:	• Restrooms • Copy centers • Fax machines	• Bulletin board • Parking • Printers • Office supplies	• Kitchen • Coffee/vending machines • Emergency exits and supplies

POSITIONINFORMATION

- ☑ Introductions to team.
- ☑ Review initial job assignments and training plans.
- ☑ Review job description and performance expectations and standards.
- ☑ Review job schedule and hours.
- ☑ Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

☐ Hardware and software reviews, including:	• E-mail • Intranet	• Microsoft Office System • Data on shared drives	• Databases • Internet

Talha Bin Hassan

Talha

Employee

Human Resources Manager

HOOK GENERAL TRADING L.L.C	NEW EMPLOYEE CHECKLIST	Effective Date: 01 Oct 2021
		Document Code: QMS-RM-F04
		Rev. #.00 | Ref #:

EMPLOYEE INFORMATION

Name: Idrees	Start date: 20-6-2026
Position: Helper	Manager: mora

FIRST DAY

- ☑ Provide employee with New Employee Workbook.
- ☑ Assign "buddy" employee(s) to answer general questions.

POLICIES& ADMINISTRATIVE PROCEDURES

☑ Review key policies. • Anti-harassment • Vacation and sick leave • Holidays • Time and leave reporting • Dress code Employee Reference Check	• Personal conduct standards • Progressive disciplinary actions • Security / Safety • Confidentiality • Emergency procedures • Visitors E-mail and Internet use	• Introduction Email • Office/desk/work station/Telephone • Mail (incoming and outgoing) • Shipping (FedEx, DHL, and UPS) • Conference Room • Office Supplies

ADMINISTRATIVE PROCEDURES

☑ Review general administrative procedures	☐ Business Card _____
☐ Email Creation _____	☐ Office Key _____
☐ Laptop _____	☐ Medical Insurance _____
☐ Mobile _____	☐ Bank Account Opening _____
☐ Company Car _____	☐ Any Other _____

INTRODUCTIONS AND TOURS

☑ Give introductions to department staff and key personnel during tour.

☑ Tour of facility, including:	• Restrooms • Copy centers • Fax machines	• Bulletin board • Parking • Printers • Office supplies	• Kitchen • Coffee/vending machines • Emergency exits and supplies

POSITIONINFORMATION

- ☑ Introductions to team.
- ☑ Review initial job assignments and training plans.
- ☑ Review job description and performance expectations and standards.
- ☑ Review job schedule and hours.
- ☑ Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

☐ Hardware and software reviews, including:	• E-mail • Intranet	• Microsoft Office System • Data on shared drives	• Databases • Internet

Employee

Human Resources Manager

GENERAL TRADING L.L.C	NEW EMPLOYEE CHECKLIST	Effective Date: 01 Oct 2021
		Document Code: QMS-RM-F04
		Rev. #.00 | Ref #:

EMPLOYEE INFORMATION

Name: SHAHZAIB	Start date: July 17-2026
Position: Helper	Manager: Mussa

FIRST DAY

- [x] Provide employee with New Employee Workbook.
- [ ] Assign "buddy" employee(s) to answer general questions.

POLICIES& ADMINISTRATIVE PROCEDURES

- [x] Review key policies.
  - Anti-harassment
  - Vacation and sick leave
  - Holidays
  - Time and leave reporting
  - Dress code

  Employee Reference Check
- Personal conduct standards
- Progressive disciplinary actions
- Security / Safety
- Confidentiality
- Emergency procedures
- Visitors

  E-mail and Internet use
- Introduction Email
- Office/desk/work station/Telephone
- Mail (incoming and outgoing)
- Shipping (FedEx, DHL, and UPS)
- Conference Room
- Office Supplies

ADMINISTRATIVE PROCEDURES

- [x] Review general administrative procedures
- [ ] Email Creation _____
- [ ] Laptop _____
- [ ] Mobile _____
- [ ] Company Car _____
- [ ] Business Card _____
- [ ] Office Key _____
- [ ] Medical Insurance _____
- [ ] Bank Account Opening _____
- [ ] Any Other _____

INTRODUCTIONS AND TOURS

- [ ] Give introductions to department staff and key personnel during tour.
- [x] Tour of facility, including:
  - Restrooms
  - Copy centers
  - Fax machines
  - Bulletin board
  - Parking
  - Printers
  - Office supplies
  - Kitchen
  - Coffee/vending machines
  - Emergency exits and supplies

POSITIONINFORMATION

- [x] Introductions to team.
- [x] Review initial job assignments and training plans.
- [x] Review job description and performance expectations and standards.
- [x] Review job schedule and hours.
- [x] Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

- [ ] Hardware and software reviews, including:
  - E-mail
  - Intranet
  - Microsoft Office System
  - Data on shared drives
  - Databases
  - Internet

SHAHZAIB

Employee

Human Resources Manager

GENERAL TRADING L.L.C	NEW EMPLOYEE CHECKLIST	Effective Date: 01 Oct 2021
		Document Code: QMS-RM-F04
		Rev. #.00 | Ref #:

EMPLOYEE INFORMATION

Name:	Karlamae B. Maribbay	Start date:	July 17, 2026
Position:	Cashier	Manager:	Ahsan Mehmood

FIRST DAY

- [x] Provide employee with New Employee Workbook.
- [x] Assign "buddy" employee(s) to answer general questions.

POLICIES& ADMINISTRATIVE PROCEDURES

- [x] Review key policies.
  - Anti-harassment
  - Vacation and sick leave
  - Holidays
  - Time and leave reporting
  - Dress code

Employee Reference Check

- Personal conduct standards
- Progressive disciplinary actions
- Security / Safety
- Confidentiality
- Emergency procedures
- Visitors

E-mail and Internet use

- Introduction Email
- Office/desk/work station/Telephone
- Mail (incoming and outgoing)
- Shipping (FedEx, DHL, and UPS)
- Conference Room
- Office Supplies

ADMINISTRATIVE PROCEDURES

- [x] Review general administrative procedures
- [ ] Email Creation _____
- [ ] Laptop _____
- [ ] Mobile _____
- [ ] Company Car _____
- [ ] Business Card _____
- [ ] Office Key _____
- [x] Medical Insurance _____
- [ ] Bank Account Opening _____
- [ ] Any Other Sim Card

INTRODUCTIONS AND TOURS

- [x] Give introductions to department staff and key personnel during tour.
- [x] Tour of facility, including:
  - Restrooms
  - Copy centers
  - Fax machines
  - Bulletin board
  - Parking
  - Printers
  - Office supplies
  - Kitchen
  - Coffee/vending machines
  - Emergency exits and supplies

POSITIONINFORMATION

- [x] Introductions to team.
- [x] Review initial job assignments and training plans.
- [x] Review job description and performance expectations and standards.
- [x] Review job schedule and hours.
- [x] Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

- [x] Hardware and software reviews, including:
  - E-mail
  - Intranet
  - Microsoft Office System
  - Data on shared drives
  - Databases
  - Internet

Karlamae B. Maribbay

Employee

Human Resources Manager

GENERAL TRADING L.L.C	NEW EMPLOYEE CHECKLIST	Effective Date: 01 Oct 2021
		Document Code: QMS-RM-F04
		Rev. #.00 | Ref #:

EMPLOYEE INFORMATION

Name: Maram ALi	Start date: 31/8/2026
Position: Sales coordinator	Manager: mohammad Abo Raad

FIRST DAY

- ☑ Provide employee with New Employee Workbook.
- ☑ Assign "buddy" employee(s) to answer general questions.

POLICIES& ADMINISTRATIVE PROCEDURES

☑ Review key policies. • Anti-harassment • Vacation and sick leave • Holidays • Time and leave reporting • Dress code Employee Reference Check	• Personal conduct standards • Progressive disciplinary actions • Security / Safety • Confidentiality • Emergency procedures • Visitors E-mail and Internet use	• Introduction Email • Office/desk/work station/Telephone • Mail (incoming and outgoing) • Shipping (FedEx, DHL, and UPS) • Conference Room • Office Supplies

ADMINISTRATIVE PROCEDURES

☑ Review general administrative procedures	☐ Business Card _____
☑ Email Creation _____	☐ Office Key _____
☑ Laptop _____	☐ Medical Insurance _____
☑ Mobile _____	☐ Bank Account Opening _____
☐ Company Car _____	☐ Any Other sim card

INTRODUCTIONS AND TOURS

- ☑ Give introductions to department staff and key personnel during tour.

☑ Tour of facility, including:	• Restrooms • Copy centers • Fax machines	• Bulletin board • Parking • Printers • Office supplies	• Kitchen • Coffee/vending machines • Emergency exits and supplies

POSITIONINFORMATION

- ☑ Introductions to team.
- ☑ Review initial job assignments and training plans.
- ☑ Review job description and performance expectations and standards.
- ☑ Review job schedule and hours.
- ☑ Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

☑ Hardware and software reviews, including:	• E-mail • Intranet	• Microsoft Office System • Data on shared drives	• Databases • Internet

Employee | **Human Resources Manager**