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[www.midtownmotorco.com](http://www.midtownmotorco.com)

## ORIENTATION

Our Mission Statement:

*Midtown Motor Company is dedicated to assisting the community with all financing and transportation needs. We have professionally trained sales and financing staff to assist with our customers' special needs. Our programs are structured to reward as well as re-establish individual credit, with easy and affordable payment plans geared toward successful financing! Midtown Motor Company is waiting at the end of the road to help...*

- Company Overview / Organizational Chart
- Job Description
- Job Duties
- Confidential Compensation Plan
- Benefits Summary
- Paid Time Off Program
- Work Days and Hours of Operation
- Business Casual Dress Code: Fresh Shower, Clean clothes, brush teeth,, professional hygiene (i.e. Men: Khaki pants, dress shoes, knit shirt. Women: Dress, khaki pants, blouse, dress shoes, neat hair, make-up. Fridays (optional): casual jeans, team shirt, or red shirt)
- Tour of Offices / car lot
- Introduction to Co-Workers
- Instruction Book
- Policies and Procedures:
  - Cell Phone Usage
  - E-Mail, Internet, and Computer Usage
  - Audio and Video Surveillance Recording
  - Attendance, Tardy and Call-In Policy
  - Scheduling Paid Time Off
  - Mail Handling Policy
  - Cash Handling Policy
  - Cash Disbursements Procedures
  - Petty Cash Policy
- Red Flag Rules
  - Training for the Identity Theft Prevention Program and Notices of Address Discrepancy Policy Program
  - Identity Theft Prevention Program of Notices of Address Discrepancy Policy Program
- Employee Vehicle Purchase Program
- Demonstrator Vehicle Use and Agreement
- Employee Parking

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date