

# **TEAM HANDBOOK**

# Introduction

## “Welcome to the Team”

This Team Handbook has been compiled by the management of \_\_\_\_\_ to guide and assist you during this challenging time. You have been selected to be part of our team because we believe that you have what it takes. Our desire is for you not only to enjoy your work, but also for you to make a positive contribution to the success of \_\_\_\_\_.

## Development & Review of this Handbook

From time to time the Company may be required to review their Policies and Procedures. We therefore reserve the right to amend all or vary any part of this handbook at our discretion with reasonable notice to employees.

**The policies and procedures set out in this handbook form part of your terms and conditions of employment.**

If for any reason the Policies and Procedures and your employment agreement should differ, then the employment agreement will take precedence over this document.

**Please familiarise yourself with this handbook and should you require clarification of additional information please consult with your Manager of Executive Chef who in turn will endeavour to give an answer.**

**The information in this Handbook is confidential and for circulation to Company Employees only. We suggest you file it with your copy of your Employment Agreement**