

NEW HIRE ORIENTATION PACKAGE

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-HRM-PRO-001	00 (Initial Issue)	2026-10-24	[HR MANAGER]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To provide a comprehensive onboarding framework ensuring that all new employees, subcontractors, and temporary personnel understand STRAVIK's policies, safety expectations, and professional responsibilities prior to engaging in work activities.

2. SCOPE

Applies to:

- All STRAVIK Construction Group employees (field and office)
- Subcontractor and temporary staff under STRAVIK supervision
- All domestic and international project sites

3. OBJECTIVES

- Establish baseline safety awareness and regulatory compliance.
- Communicate company values, ethics, and expectations.
- Verify employee competence and training requirements before mobilization.
- Ensure all personnel are aligned with STRAVIK's "Zero-Incident Culture."

4. ORIENTATION MODULES

Section	Topic	Key Points	Reference Document
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Welcome & Corporate History, mission, leadership Code of Ethics (MCSOverview structure, corporate ethics ADM-01)

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STRAVIK's safety vision, Safety Commitment & HSE Policy Statement 2 zero-tolerance for unsafe Policy (STV-HSE-MAN-001) acts

OSHA worker rights, Employee Rights & Field Safety Program 3 reporting protocols, stopResponsibilities (STV-HSE-MAN-002) work authority

PPE requirements, Site-Specific Hazards &

4 Controls	emergency routes, project- specific JHAs	PSSP (STV-HSE-MTX-006)
Incident Reporting &	How to report near-misses	Incident Procedure (STRAVIK-
Investigation	and injuries	QHSE-18)

Waste segregation, spill Environmental & Environmental Plan 6 response, stormwater Housekeeping Practices (STV-HSE-FRM-017F) protection

Equipment Inspection Tools & Equipment Equipment inspection logs, 7 Program (STV-HSE Safety tool tagging system 17E)

Emergency Response & Alarm signals, assembly

8 EAP (STV-HSE-PRO-016)

Evacuation points, role assignments

HR & Administrative Timekeeping, drug & alcohol Employee Handbook

Policies	policy, harassment policy	(STV-HR-02)
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Training & Competency Review Safety Training

10 STV-HSE-MTX-018D

Verification Matrix requirements

5. REQUIRED DOCUMENTS CHECKLIST

Each new hire must complete and submit the following before assignment:

Form / Document Completed By Verified By HR

Employee Information Sheet	Employee	
Emergency Contact Form	Employee	
Orientation Acknowledgment Form	Employee	
PPE Issue Form	Supervisor	
Training Verification Record	HR	
Job Description / Competency Checklist	Supervisor	

Confidentiality & Code of Conduct Agreement Employee

Substance Abuse Policy Acknowledgment	Employee	
ID Badge Issuance Record	HR	

6. ORIENTATION SIGN-IN RECORD

PPE

Location /	Employee	Trade /	
Date	Instructor	Employer Signature	Issued
Project	Name	Position (Y/N)	

7. EVALUATION & UNDERSTANDING TEST

Each participant must complete a 10-question quiz covering:

- Hazard recognition
- PPE usage
- Reporting procedures
- Emergency response
- STRAVIK's ethics and behavior expectations

A passing score of 80 % or higher is required for site access.

8. RECORD RETENTION

- All orientation records must be stored electronically in the Corporate EHS Database for five (5) years.
- Copies of sign-in sheets and tests shall be kept at project sites for the project's duration.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.