



1. Job Application Form

- *Collect applicant information for hiring decisions.*
- **Turnaround Time:** *Submit within 48 hours.*

2. Offer Letter

- *Outline job offer details, compensation, and start date.*
- **Turnaround Time:** *Return within 5 business days.*

3. Brand Protection Agreement

- *Ensure confidentiality and non-solicitation of clients.*
- **Turnaround Time:** *Sign before the first day of employment.*

4. Employee Questionnaire

- *Collect personal preferences and team-building details.*
- **Turnaround Time:** *Submit within the first week of employment.*

5. Hazard Communication Plan & Acknowledgement

- *Review safety protocols and eco-friendly practices.*
- **Turnaround Time:** *Sign on Day 1.*



6. Employee Manual (Framework)

- *Guide covering company policies, roles, and safety protocols.*
- **Key Sections:**
 1. *Introduction*
 2. *Employment Policies*
 3. *Roles & Responsibilities*
 4. *Workplace Safety*
 5. *Benefits & Compensation*
 6. *Training & Development*
 7. *Performance Management*
 8. *Eco-Friendly Practices*
 9. *Technology & Tools*
 10. *Acknowledgment Form*
- **Turnaround Time:** *Review within the first 30 days.*



Quick Summary of Turnaround Times:

Document	Turnaround Time
Job Application	Within 48 hours
Offer Letter	Return within 5 business days
Brand Protection Agreement	Before First Day
Employee Questionnaire	Within First Week of Employment
Hazard Communication Acknowledgment	On Day 1
Employee Manual Review	Within First 30 Day