

# **CORPORATE**

## **FIRST DAY: FAQs**

### **Q: What is the dress code?**

A: Wear business casual attire, however on Fridays you are allowed to wear jeans. Depending on your line of business, the dress code is subject to change.

### **Q: What time should I arrive?**

A: Your manager will provide you with an arrival time.

### **Q: What should I bring?**

A: Bring acceptable forms of identification to fill out your I-9 Form. Refer to the List of Acceptable Identification. You will be filling out an Associate Vehicle/Motorcycle Registration form on the first day where you will be providing your vehicle's make, model, color, year and license plate.

### **Q: Who do I report to?**

A: Report to your manager, unless otherwise instructed. Have the receptionist call your manager from the front desk.

### **Q: How do I get to HD Supply Facilities Maintenance?**

A: Refer to local maps to find the location of your employment.

### **Q: Where should I park?**

A: You may park at any of the undesignated spaces outside the location. There are also carpool parking spaces available if you ride to work with another associate.