

## New Employee Orientation Information



### W E L C O M E T O R I T E N E T

On your first day of employment, please report to Corporate Headquarters (directions on reverse side) at 8:30 a.m. for your new employee orientation. At this time, you will be meeting with one of our Human Resources Department personnel to review and elect your benefit coverage and receive information concerning RiteNet practices. Orientation will last approximately one hour, after which you will be reporting to your work site.

Enclosed is the benefit and new hire paperwork for you to review and complete prior to your employment. Please bring the forms with you to RiteNet on your first day. Should you have any questions regarding this material or benefits, please contact the Human Resources Department at 301-251-5636.

We are required by law to verify your identity and eligibility to work in the United States within the first three days of your employment. To accomplish this, please review the attached information and bring one original document from List A or one original document from both List B and List C with you to orientation. Your work will not be allowed to continue if documentation is not provided within the timeframe mentioned above.

We are very pleased that you are joining the RiteNet Family.

See you soon!

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Directions:

PUBLIC TRANSPORT:

From: **ROCKVILLE METRO**  
To: **1445 RESEARCH BLVD**

Take RO63 Ride-On Bus Towards SHADY GROVE STATION  
ROCKVILLE METRO STATION At 03:54 PM\*\*  
RESEARCH BV & DARNESTOWN RD At 04:02 PM

Walk NE to 1445 RESEARCH BLVD

Bus Fare	Regular	Disabled/Senior
Citizen	\$1.10	\$0.50

\*\* Times are given to show approximate travel time.

1. **From Virginia/DC :**  
**Take CAPITAL BELTWAY/I-495 N**
2. Take the **I-270** exit, exit number **38**, on the left towards **ROCKVILLE/FREDERICK**.
3. Merge onto **I-270 SPUR N.** 1.8
4. Take **I-270 N.** 0.9
5. Take **I-270 LOCAL N** towards **MONTROSE RD.** 0.2
6. Merge onto **I-270 LOCAL N.** 2.7
7. Take the **MD-28 WEST** exit, exit number **6B**, towards **DARNESTOWN.** 0.2
8. Merge onto **W MONTGOMERY AVE/MD-28 W.** 0.5  
Turn **RIGHT** onto **RESEARCH BLVD.** 0.1 0.1

Take a right turn at 1445-1455. RiteNet is in the **third floor** of the building 1445, Suite #350.

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### LIST OF ACCEPTABLE DOCUMENTS

<b>List A</b>	<b>List B</b>	<b>List C</b>
<u>Documents that Establish Both Identity and Employment Eligibility</u>	<u>Document that Establish identity</u>	<u>Document that Establish Employment Eligibility</u>
1.. U.S.Passport (Unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.	1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of U.S.Citizenship. (INS Form N-560 or N-561)	2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.	2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Certificate of Naturalization. (INS Form N-550 or N-570)	3. School ID card with a photograph.	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.	4. Voter's registration card.	
5. Alien Registration Receipt Card with photograph. (INS Form I-151 or I-551)	5. U.S.Military card or draft record.	
6. Unexpired Temporary Resident Card (INS Form I-688)	6. Military dependent's ID card.	4. Native American tribal document
7. Unexpired Employment Authorization Card (INS Form I-688A),	7. U.S.Coast Guard Merchant mariner Card.	5. U.S.Citizen ID Card (INS Form I-197)
8. Unexpired Reentry Permit (INS Form I-327)	8. Native American tribal document	
9. Unexpired Refugee Travel Document (INS Form I-571)	9. Driver's license issued by a canadian government authority	6. ID Card for use of Resident Citizen in the United States (INS Form I-179)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)	<b>For persons under age 18 who are unable to present a document listed above:</b>	
	10. School record or report card	7. Unexpired employment authorization document issued by INS (other than those listed under List A)
	11. Clinic, doctor, or hospital record.	
	12. Day-care or nursery school record,	