



## **EMPLOYEE ONBOARDING PROCESS**

### **Objective:**

To clarify what needs to be done when you join Packages.

**In Scope:** All full-time employees (FTE) in Executive & Management grades.  
Company Contract (CC) employees.

**Out of Scope:** All full-time (FTE) employees in Non-Executive & Non-Management grades.  
Third Party.

### **1. When you join Packages**

- 1.1 On your joining day, you will be welcomed by a representative of People Excellence Department (PE).
- 1.2 PE will present you with your joining pack. Amongst other things, your joining pack will contain essential information which you need to know as a new member of the Packages family. It also contains documents which you will need to fill and submit back to PE.
- 1.3 Your service starts from the day on which you report for duty at the relevant Packages workplace. Upon your joining, PE prepares two copies of your employment contract in accordance with the offer already accepted by you.
- 1.4 After accepting and signing the original employment contract, you retain one original copy with you and forward the second original copy along with all necessary forms (available with your joining pack) and all related documents to PE for record. PE updates the HRIT system and files all documents in your personal file.
- 1.5 PE will be responsible for completing all the steps in the Induction checklist to ensure your smooth induction within the organization. This includes liaison with departments who are responsible to provide you with your essentials such as ID Cards, laptops, mobile phone & sim, etc. **(see relevant processes for each)**. It is the direct responsibility of each service providing department outside HR to ensure that everything is ready in advance of your joining – PE will help you in this process to ensure that you do not face any issues.

### **2. Orientation & Joining Buddy**

| People Process No. | Name of Process             | Management Approval | Effective Date | Revision Date |
|--------------------|-----------------------------|---------------------|----------------|---------------|
| PP(4)              | Employee Onboarding Process | Yes                 | 1-May-2018     | -             |



To help you become familiar with the Company and for you to settle quickly, there are two types of orientation programs for you when you join along with an assigned “Joining Buddy” for the first month:

### **2.1 Orientation by HR:**

You will go through an Orientation Program designed by the Organizational Excellence Department (OE). Orientation Program will introduce you to the vision, values, history of Packages, culture, People Processes, Code of Conduct, office/factory tour, introduction to departments and key people, meeting with the MD and with the founder of Packages, etc.

### **2.2 Orientation by your Line:**

Job Orientation is the prime responsibility of your Line and this will be managed by your Head of Department.

### **2.3 Joining Buddy:**

Your Line will assign a “Joining Buddy” for you. This person will help, guide and facilitate you during your first month of service within your department.

In addition to this channel, you are always welcomed to connect with HR as well.

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### Annexure A – Joining Report (To be filled by Line Manager and/or Employee)

|                 |               |
|-----------------|---------------|
| Employee Name   |               |
| Employee Number | Position:     |
| Division:       | Department:   |
| Joining Date:   | Reporting To: |

#### Line Manager

Employee has been provided a copy of the job description and explained the requirements of the position.

Line Manager Signature and Date : \_\_\_\_\_

#### New Employee

I have been provided a copy of the job description and explained the requirements of the position. I accept the job requirements that have been communicated to me.

Employee Signature and date : \_\_\_\_\_

**Note:** Employee has to ensure that above documents must be attached with this joining report. Joining reports submitted to PE after 15<sup>th</sup> of every month (for any employee) will be processed in the next month.

**Before sending this joining report to PE department please make sure that it is signed by the respective line manager and employee. For timely payroll processing and to avoid any inconvenience it is requested to submit the joining report as soon as possible.**

### Annexure B – Employee Information

| People Process No. | Name of Process             | Management Approval | Effective Date | Revision Date |
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|                      |                  |
|----------------------|------------------|
| <b>Employee Name</b> | <b>Position:</b> |
|----------------------|------------------|

|                               |                          |
|-------------------------------|--------------------------|
| <b>Current Postal Address</b> | <b>Permanent Address</b> |
| <b>Phone #:</b>               | <b>Phone #:</b>          |

|                                 |                     |
|---------------------------------|---------------------|
| <b>Previous Job Experience:</b> | <b>Organization</b> |
|---------------------------------|---------------------|

|  |                                |
|--|--------------------------------|
| <b>Educational Qualification (most recent)</b> | <b>University/ Institution</b> |
|--|--------------------------------|

|  |                         |
|--|-------------------------|
| <b>Next to Kin (Please attach copy of NIC)</b> | <b>Relationship:</b>    |
|  | <b>Contact Phone #:</b> |

|                     |                    |
|---------------------|--------------------|
| <b>Blood Group:</b> | <b>NTN #:</b>      |
| <b>EOBI #:</b>      | <b>Passport #:</b> |

Note: Please attach separate sheet if you want to give any additional information other than mention in this form.

I hereby certify that all above information including that was mentioned in my CV and other related documents given by me is true and correct. Any incorrect or incomplete information furnished by me will subject me to be discharged at any time during service. I also authorize to make any investigations as may be necessary pertaining to me, whether through my previous employer(s) or through the persons indicated as references, and exclude the said employer(s) from any liability which may result from this investigation. In the event of my employment with Packages, I agree to comply with all rules, regulations and code of conduct.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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