Inovex – New Employee Onboarding Handbook

Welcome to Inovex!
Congratulations on joining Inovex, where we pioneer cutting-edge AI solutions to transform businesses and empower human creativity. This handbook is your comprehensive guide to understanding our company, culture, tools, policies, and processes.

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1. About Inovex

Our Mission:
To create intelligent AI solutions that make businesses smarter, processes faster, and decisions more accurate.

Our Vision:
To be a global leader in AI research and product development, driving innovation across industries while maintaining a people-first culture.

Core Values:

- **Innovation:** Constantly push the boundaries of what AI can achieve.
- **Integrity:** Transparency and ethics in every project and interaction.
- **Collaboration:** Teamwork is at the heart of all we do.
- **Excellence:** Deliver high-quality solutions and services.
- **Continuous Learning:** Embrace growth, knowledge-sharing, and curiosity.

Company History:
Founded in 2018, Inovex started as a small AI research lab. Today, we are a global AI solutions company with offices in three countries and a diverse workforce of over 500 employees.

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2. Company Structure & Departments

Leadership Team:

- **CEO:** Dr. Ayesha Kapoor
- **CTO:** Rohan Desai
- **Head of HR:** Maya Fernando
- **Head of AI Research:** Dr. Nishant Rao

Departments & Roles:

1. **AI Research & Development (R&D):**

- o Responsibilities: Developing models, training algorithms, prototyping AI applications.
- o Tools: Python, PyTorch, TensorFlow, Jupyter Notebooks.
- o Key Contacts: Dr. Nishant Rao, Lead Research Scientist
2. **Software Engineering & Product Development:**
   - o Responsibilities: Building AI-driven products and deploying them to clients.
   - o Tools: GitHub, Docker, Kubernetes, VS Code, IntelliJ.
3. **Data Science & Analytics:**
   - o Responsibilities: Data collection, preprocessing, analysis, and visualization.
   - o Tools: Python, Pandas, NumPy, Tableau, Power BI.
4. **IT Support & Infrastructure:**
   - o Responsibilities: Maintaining network infrastructure, cloud services, and internal systems.
   - o Tools: AWS, Azure, Linux, Office 365, Slack.
5. **HR & Employee Experience:**
   - o Responsibilities: Recruitment, onboarding, training, engagement, policies.
6. **Sales, Marketing & Client Success:**
   - o Responsibilities: Generating business, managing client relationships, branding, and communications.
7. **Innovation Lab & AI Ethics:**
   - o Responsibilities: Researching future technologies, ethical AI guidelines, responsible deployment.

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3. Joining Formalities

Required Documents:

- Government-issued ID (Passport/Driver's License)
- Academic Certificates
- Passport-sized Photograph
- Bank Account Details
- Signed NDA (Non-Disclosure Agreement)
- Signed Employment Contract

First Day Agenda:

1. Welcome session with HR
2. Office tour and workstation setup
3. Account creation: Email, Slack, Jira, Confluence
4. Introduction to team and manager
5. Mandatory compliance & security training

Probation Period:

- Standard duration: 3 months
- Performance review at the end of probation

4. Work Hours & Attendance

Office Hours:

- Monday – Friday: 9:00 AM – 6:00 PM
- Lunch Break: 1:00 PM – 2:00 PM

Attendance Policies:

- Attendance tracked via biometric system or HR portal
- Remote work possible up to 2 days/week with manager approval
- Late arrivals or early departures must be reported to the manager

Holidays & Leave:

- Public Holidays: Follow country-specific holidays
- Annual Leave: 18 days
- Sick Leave: 12 days
- Casual Leave: 5 days
- Work-from-home/Remote Policy: Submit request via HR portal

5. Code of Conduct & Policies

Professional Behavior:

- Respect colleagues and maintain workplace decorum
- Avoid harassment, discrimination, or unprofessional behavior
- Maintain confidentiality of projects and client data

IT & Security Policies:

- Use company devices only for official work
- Strong password enforcement and two-factor authentication
- Report any security incidents immediately
- Use VPN for remote access

Social Media & Communication:

- Be mindful of public posts regarding the company
- Avoid sharing internal documents on public platforms

6. Tools, Software & Access

Communication:

- Slack / Microsoft Teams for messaging
- Zoom / Google Meet for meetings

Project Management:

- Jira / Trello for tracking tasks and sprints
- Confluence for documentation

Development & Data Tools:

- GitHub / GitLab for version control
- VS Code, PyCharm, IntelliJ IDEs
- Jupyter Notebooks, TensorBoard
- Docker, Kubernetes for deployment

AI & Data Tools:

- Python, R, TensorFlow, PyTorch
- Tableau, Power BI, SQL
- Cloud Platforms: AWS, GCP, Azure

Access Setup:

- Email, Slack, HR portal, Jira, Confluence access provided by IT team
- VPN setup for remote access

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7. Performance & Feedback

- **Weekly Team Check-ins:** Updates and support
- **Monthly Manager Reviews:** Feedback on ongoing work
- **Probation Review:** Performance assessment at 3 months
- **Annual Appraisal:** Includes goal achievement, skills development, and career growth discussion
- **Continuous Feedback Culture:** Encourage open dialogue and constructive feedback

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8. Learning & Development

Inovex Learning Portal:

- Access internal courses on AI, ML, data science, software development, and soft skills
- Mentor program for new employees
- Encourage certifications from Coursera, Udemy, or Pluralsight

Hackathons & Innovation Challenges:

- Participate in quarterly hackathons
- Recognition for innovative solutions

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9. Health, Safety & Wellbeing

Physical Health:

- Ergonomic office setup
- Regular health checkups
- Gym / wellness programs (if available)

Mental Health:

- Employee Assistance Program (EAP)
- Counseling and stress management sessions

Emergency Protocols:

- Fire drills conducted quarterly
- Emergency exits clearly marked
- First aid kits and medical support available

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10. FAQs (Chatbot-Ready)

Q: How do I reset my email password?
A: Use IT Self-Service portal or contact itsupport@inovex.com

Q: Who do I contact for IT issues?
A: IT Support Team: itsupport@inovex.com

Q: How do I apply for leave?
A: Submit requests via the HR portal. Manager approval is required.

Q: What tools do I need for my job?
A: Depends on your role. Core tools: Slack, Jira, Confluence, GitHub, VS Code, and email.

Q: Can I work remotely?
A: Yes, with manager approval, as per remote work policy.

Q: Where can I access training materials?
A: Inovex Learning Portal and internal documentation on Confluence.

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11. Company Culture & Activities

- **Innovation Fridays:** Showcase projects, new ideas, or research
- **Team Lunches & Outings:** Foster team bonding
- **AI Knowledge Sharing Sessions:** Weekly learning sessions by experts
- **Annual Retreats & Hackathons:** Rewarding innovative solutions and teamwork
- **Recognition Programs:** "Employee of the Month," peer appreciation

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12. Contact Information

Department	Email	Phone
HR	hr@inovex.com	+1-555-1001
IT Support	itsupport@inovex.com	+1-555-1002
Admin	admin@inovex.com	+1-555-1003
Finance	finance@inovex.com	+1-555-1004
AI Research	research@inovex.com	+1-555-1005

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13. Next Steps for New Employees

1. Complete all joining formalities
2. Attend orientation and training sessions
3. Set up accounts and workstations
4. Meet your team and manager
5. Explore tools and internal documentation
6. Start your first project under guidance

Welcome to Inovex! Your journey in shaping the future of AI begins now.