

# Hoonartek Buddy System Policy

## V1.1

Approved By: - Nishant Shukla, Head HR, Hoonar Tekwurks Private Limited

Date: – 14-Jun-24

## **I. Distribution List**

Issued to all employees of Hoonartek (including its subsidiaries and affiliates) across the globe.

## **II. Objective**

Orientation and Induction are all about making our new joiners feel at home.

Also, to help them understand our organizational policies, processes which will help them to easily settle in the organization which will lead to their success.

When new joiners are onboarded, they are curious about the culture, environment, colleagues connect, basic guidelines of the organization, not knowing what's "right", or what's "accepted here". Hence to ease their experience at the organization, buddy program has been introduced.

A buddy program is solely involved with providing a one - point access to walk new joiners through basic necessary guidelines, point of contacts for various processes, operationally necessary information (KEKA) etc. in the initial phase of joining.

## **III. Selection and Pairing of Buddies**

To help new joiners integrate with Hoonartek environment, Buddy will be nominated based on the skill set of new joiners defined by the recruitment team by either:

- **Hoonartek Competency Centre (HCC) lead (HCC lead details are mentioned in Annexure 1)**
- or
- **Reporting manager (if hired for a specific project)**

Nomination has to be on a voluntary basis meeting the following criteria:

- Accessible to the new employee.
- Completed minimum 1.5 years in the organization.
- Well, acquainted with the organization's culture, values, and ethics.
- Good technical and Interpersonal skills

**This program is coordinated by BUHR and has to be supported by the HCC lead and reporting manager.**

## **IV. First Meeting as a Buddy with New Joiner –**

- i. Once recruitment team shares the joining details with HCC lead/Reporting manager, as a first step, HCC lead/Reporting manager will have to fill the form about buddy alignment by filling up the form in 3 working days – [click here](#)
- ii. Post this step, BUHR will communicate the details of buddy with new joiner over an email and accordingly buddy will have to reach out to them at the earliest available opportunity.
- iii. It is recommended to schedule a recurring invite for 15/30 mins to ensure daily connect with the new joiner to fast track the process. The timeline for being a buddy will depend on the development plan of the new joiner and the project onboarding details as mentioned below.
- iv. As a buddy, ensure that first meeting with new joiner should be introductory in nature. Few activities to be done by buddy –

- It is mandatory for new joiners to go through all the policies in KEKA hence buddy has to ensure about highlighting this again and get confirmation from them time to time.
- Guide new joiners on timesheet compliance to avoid loss of pay
- Show them around your department (if in office),
- Share details about portfolio leads, senior leads, other HCC leads, other functional heads (as applicable). Please refer organizational structure document [here](#).

#### V. **Content of the orientation training conducted by BUHR includes–**

- Overview of the organization and certain policies
- Introduction of leadership team
- Introduction to KEKA – leave, attendance, timesheet etc.
- Highlights of few departments – POSH, HCC etc.

#### VI. **Role and Responsibilities of Buddy assigned –**

- Buddy connects with the new joiner should be open, positive, supportive without any negative comments in the initial phase to avoid any perceptions.
- A **buddy** may get involved in explaining some simple operations (laptop, ID card, KEKA) issues, basic organizational guidelines (leave, attendance, performance review, objective setting, timesheet etc.). Though KEKA related details get cover in Orientation session, request buddy to highlight the importance of completing the activity on time without fail.
- Buddy will also have to ensure that they are scheduling a connect with HCC lead and new joiner to make them more align with the HCC structuring and from the initial days if employee has been tagged to a project then buddy will have to add reporting manager as well.

#### VII. **HCC lead**

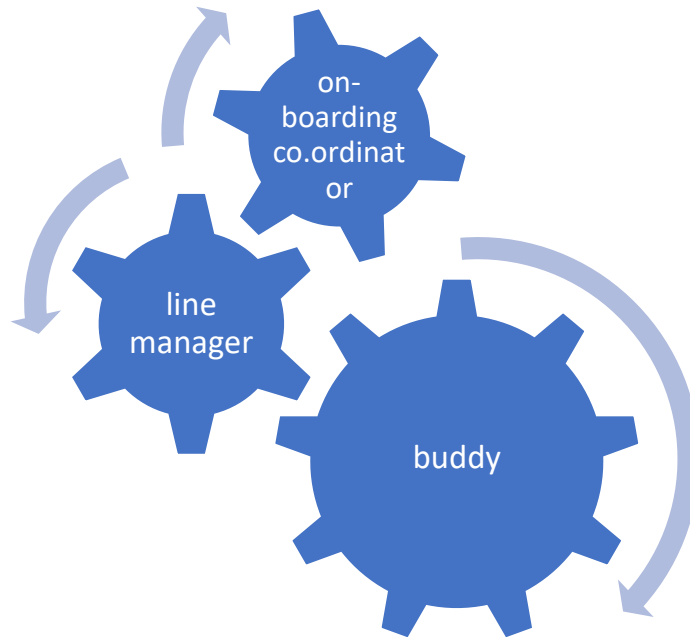
- If buddy gets assigned from HCC function, then he/she will be responsible for new joiners' development plan (as applicable). Hence, it is important for HCC lead to keep in mind that the buddy assigned should be well verse to conduct the trainings if required, along with other areas as mentioned above.
- If the **buddy in alignment with HCC lead** identifies the need for upscaling or cross scaling based on skill sets shared by recruitment team and their current expertise to make them equip for any Hoonartek project.(Please note, this development plan and project allocation process will go hand in hand as applicable.)
- Please click here to fill the form - <https://forms.office.com/r/aAyFB2fDRy>

#### VIII. **Reporting Manager**

- If buddy gets assigned by reporting manager as per the project tagging, then a buddy will not be responsible for new joiners' growth or development along with focusing on their job specific skills as an individual.
- As mentioned above, buddy will coordinate a call between HCC lead and a new joiner. Post which it is recommended that the reporting manager should connect with HCC lead to understand if there is any requirement of upskilling or cross skillng.

- iii. In such scenario, buddy will have to coordinate with HCC lead keeping reporting manager in loop to get understanding on development plan with timelines and feedback.
- iv. Please click here to fill the form - <https://forms.office.com/r/aAyFB2fDRy>

## IX. Process Flow



### 1. Responsibility of HCC/Reporting manager

- i. Once HCC/Reporting manager gets a confirmation from the recruitment team on onboarding of the new joiner with their skill sets, he/she should assign the buddy informing about their role & responsibility and taking a confirmation for the commitment.
- ii. **Within 3 days of joining**, please fill in the form as mentioned above with buddy details to take it forward.
- iii. Requesting support from HCC/Reporting manager for smooth execution.

### 2. Responsibility of Upscaler (HCC):

- i. The upscalers role is to validate the current understanding of the new joiner and accordingly design a development plan with timelines (if applicable).

### 3. Responsibility of BUHR

- i. Based on HCC/Reporting manager input, respective BUHR's will introduce buddy and new joiner over an email and will expedite the entire process for great onboarding experience.
- ii. BUHR will keep a track of development plan and feedback, which will be accordingly shared with reporting manager for performance tracking.

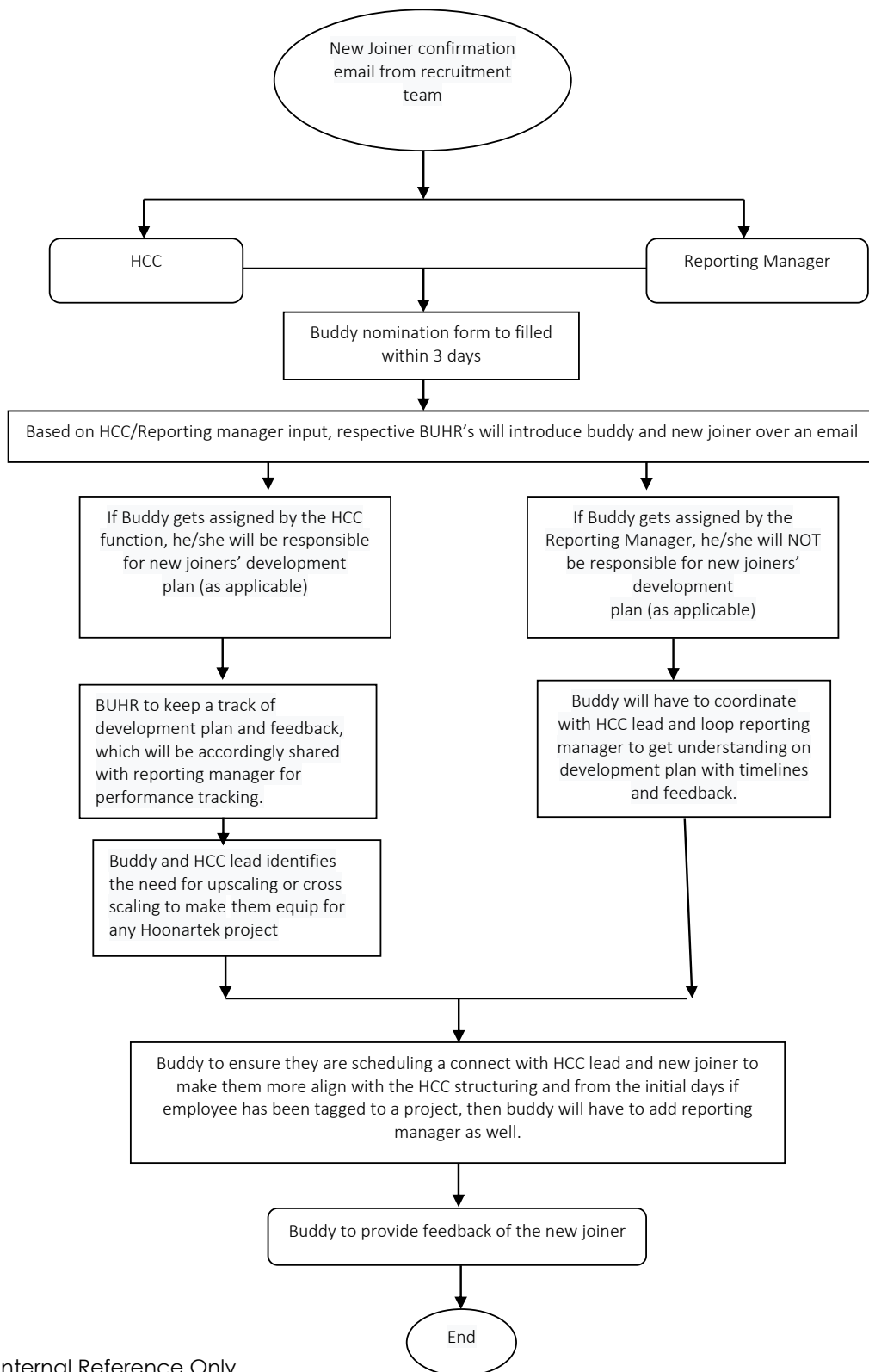
## X. Management Rights

- i. Hoonartek reserves the right to amend this policy from time to time, without prior notice. Any exception / waiver to this policy shall require prior written approval of HR Head.
- ii. In case of any queries or concern, please reach out to respective BUHR or Head of HR.

## XI. Annexure -1 HCC Details

HCC (Hoonartek Competency Centre)	Lead Name
Ab initio and Data Integration practices	Aman Javed Shaikh
Visualization and Databases technologies	Ashok Mandaliya
NoSQL DB technologies	Bijoy Bari
Admin and DevOps	Rahul Thube
Quality Assurance	Ritesh Kumar Gupta
Lending Solutions	Sumit Patil, Gundeep Singh
Data Governance	Rasika Salunkhe
Big Data Technologies	Chiranjiv Pandey
Cloud Data Platform (Snowflake, Databricks, etc.)	Jafar Kaushar
Data Science	Rushikesh Deshpande

## XII. Process Flow



Internal Reference Only

## Document Version History

Version No.	Description	Date	Approved By
0.1	First Release – Initial draft of the document for management review and approval	14-Apr-23	
1.0	Second Release – Final document after review and approval for circulation and implementation	18-Apr-23	Nishant Shukla
1.1	Third Release – Update in company logo based on branding guidelines from Top Management	14-Jun-24	Nishant Shukla

## Document Review History

Version No.	Review Comments	Review Date	Reviewed By
0.1	First Review – No changes	17-Apr-23	Nishant Shukla
1.0	Second Review - Update in company logo based on branding guidelines from Top Management	13-Jun-24	Nishant Shukla