Employee Onboarding Policy

Employee Onboarding Policy Objective

This document defines the process for onboarding all full-time employees of Xoriant Solutions Private Limited (“**Company**”)

## Scope and Applicability

This policy is applicable to all Xoriant India employees.

Procedure

Every location has an assigned HR POC for onboarding who will ensure end to end completion of onboarding formalities which are mentioned in this document. For document purpose, where we mention “HR POC” please read it as HR POC for onboarding.

* A communication is sent one week before to all stakeholders like Support Functions, Immediate Manager, RMG team, and Management mentioning below details for all new joiners by the Talent Acquisition Team:
  + - Full name of the candidate,
    - Grade and Designation offered,
    - Work location,
    - Immediate Manager
    - Project assigned

## Below formalities are under the purview of HR POC

1. On the day of joining, a mail is sent confirming the status for all new Xorianters to below stakeholders:

* Support Functions (Finance, Facility Management, Sysnet, Recruitments and HR)
* Immediate Manager
* RMG team
* Management

1. Below documents are filled, signed & collected from the new joiners on the day of Joining:

* Quick Information Form
* Employee ID form
* PF Nomination Form
* Nomination Form
* Mediclaim from
* NDA
* Employee Code is generated on e-Konnect and the information is shared with all the Stakeholders (mentioned above
* Below employee’s personal documents are checked against original proofs and photocopies are collected:  
  + All Educational Documents,
  + Previous employment Documents,
  + Address Proof,
  + Passport,
  + PAN Card,
  + Marriage Certificate,
* 4 Passport size photos are collected.
* Employees are introduced to 4 primary functions of Xoriant namely the Finance, Facility, Sysnet and Human Resources through Xorry Spotter- our inhouse gamification application.
* HR POC coordinates with Sysnet and FM function for below and ensures completion:  
  + Sysnet team creates Official email id and Username provides Laptop.
  + Desk allocation is done by the FM team.
* New employees are inducted on internal systems i.e. Xornet, e-Konnect , Sparsh , Kpoint etc.
* New joiners are introduced to their specific HRBP, if their project is known on day of joining.
* Either HRBP or HR POC for onboarding introduces new joiners to their Manager.
* A welcome mail is sent to new joiner mentioning below details:  
  + Employee code details,
  + Links to all the internal systems,
  + Usernames and default password.
  + Also, some additional information is collected through these mails.
* Appointment letter is issued to new joinee within 2 working dyas. Two copies are prepared, one is shared with the employee and one is maintained in the personal file which is acknowledged by the new joiner.
* Personal physical file for the new joiner is created which stores all the documents and forms submitted and mentioned in this document.

1. Background Verification team gets the BGV form filled and signed by the new joiners and initiates the BGV with the vendor, by sharing the documents submitted by the new joiners.
2. FM team creates the Access Card with the Photo Identity card and shares with the employees within 2 working days.