



Jia Jie Chuah <jiajiechuah@gmail.com>

Welcome to Roche!

1 message

PSS, ELM APAC <elm_apac.pss@roche.com>

Fri, Jan 21, 2022 at 3:28 PM

To: jiajiechuah@gmail.com

Cc: Christie Thia <christie.thia@roche.com>, young_kwon.kim@roche.com, Rafiuddin Bahrom <rafiuddin.bahrom@roche.com>, Kaiseraugst ServiceNow4IT <kaiseraugst.servicenow4it@roche.com>

Dear Jia Jie,

Big welcome! You must be excited to be part of a 97,000-employee organization with presence across 100 countries and we are equally happy to have you be part of the Roche family!

Roche is committed to create a great place to work and, with your commitment, we trust that you will find your journey with us very fulfilling. First things first, we need to help you integrate smoothly into Roche and point you to what needs to be done, where to find information. [Access this link](#) to find a table of important things you need to note as a new joiner of Roche. Please ignore the parts on CXA BEN and Roche Connect as they are not applicable to you. Over time, you will find our [Dia Singapore People & Culture \(P&C\) intranet](#) useful so do spend some time navigating.

On your first day:

- please be in the office ([8 Kallang Ave](#), Aperia Tower 1, Level 10) at 9am for an IT induction and to receive your laptop and other assets. The IT induction will end at around 1030am.

IMPORTANT: You are required to do a self ART swab (Antigen Rapid Test) 24hrs before entering the Roche Diagnostics office on 24th January 2022.

Please present your ART swab result to our reception Carol or Regina upon arrival. Thereafter upload the result as per this link - [ART Test Result Form](#)

- To help you be even more settled into the organization, your Line Manager, on copy of this email, or Department assistant will let you know who your buddy will be and what activities will follow after the IT induction.

Your local People & Culture team will get in touch to schedule a new hire orientation program. We trust that you will settle in nicely in Roche. Should you have any questions, feel free to get in touch with the P&C team.

Dear [@Young Kwon Kim](#), Jia Jie will be joining your team soon! Do look into the announcement and plan for his on-boarding. Please also get in touch with Jia Jie directly so that he knows who to look for on his first day; any activities on the first day should happen after 1030am. Additionally, please ensure [New User Request Form](#) is submitted at least 2 weeks prior to the join date as this is essential to allow the required equipment/access to be supplied on time.

Thanks & Regards,

People Support Solutions

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