

Welcome to Bosch.IO

Onboarding checklist for new Bosch.IO associates

Onboarding plan for

Important data and contact people

Personnel number	
System user ID (NT-User)	
Supervisor	
Buddy	
HR People Partner	

1. Administrative tasks

Topic, Task	Contact Person / Info / Tool	Responsibility	Due Date	Done
Collection of employee ID card	Plant Security / Campus Manager	Employee / Buddy	First Day	<input type="checkbox"/>
Confirmation of receipt of onboarding plan	Training / CptM	Employee / Supervisor	First Day	<input type="checkbox"/>
Maintenance of own profile in HR Global	Quick Guide Profile	Employee	First Week	<input type="checkbox"/>
For students only: transmission of salary details	Web Form			

2. Information and introductory talks

Area, Person	Topic / information	Responsibility	Due Date	Done
Supervisor	Bosch, business unit, location, department, tasks, mutual expectations, onboarding plan	Employee / Supervisor	First Week	<input type="checkbox"/>
Buddy	Tasks, expectations, induction, intro to internal IT (Ticketsystem, Confluence, Jira, BGN...)	Employee / Buddy	First Week	<input type="checkbox"/>

3. Trainings & Information

Topic, Task	Contact Person / Info / Tool	Responsibility	Due Date	Done
Initial introduction to safety regulations	Bosch.IO Wiki - Work Safety	Employee	First Day	<input type="checkbox"/>
Read, confirm <u>and hand in</u> "Safety Checklist"	Bosch.IO Wiki - Work Safety	Employee	First Day	<input type="checkbox"/>
Read, confirm <u>and hand in</u> "Terms and conditions for private use of communication devices"	Onboarding Page Bosch Connect	Employee	First Day	<input type="checkbox"/>
Read introduction to "Protection of People and Property – notification of illegal activities"	Onboarding Page Bosch Connect	Employee	First Day	<input type="checkbox"/>
[ISP-ISP001] General ISP rules for associates	TrainM	Employee	First Week	<input type="checkbox"/>
[ISP-ISP002] Country specific ISP rules for associates in Germany	TrainM	Employee	First Week	<input type="checkbox"/>
[ISP-ISP042] Data protection and information security in Bosch products B	TrainM	Employee	First Week	<input type="checkbox"/>
[LG-PL-BASIS-DOC] Basic Information Product Liability-B	TrainM	Employee	First 6 months	<input type="checkbox"/>
[QM-QM001-SW] Software Qualität bei Bosch-B	TrainM	Employee	First 6 months	<input type="checkbox"/>

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QMM fundamental training	QMM Team	Employee	First 6 months	<input type="checkbox"/>
Training from the compliance mandatory training program (if part of the target group)	Compliance Training Toolbox	Employee / Supervisor	First 6 months	<input type="checkbox"/>
Definition & completion of <u>target group specific</u> trainings according to Bosch.IO WBT Overview	Onboarding Page Connect	Employee / Supervisor	First 6 months	<input type="checkbox"/>
<i>[for new executives only]</i> Leadership development measures	Overview Leadership Development	Employee	First 6 months	<input type="checkbox"/>

The completed and signed onboarding plan must be handed in to the People & Organization team 6 months after entry at the latest.

We hereby confirm that the onboarding plan was completed successfully.

(Signature Supervisor)

(Signature Employee)