

## Site Employee Orientation

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|----------------------|--|
| <b>Employee Name</b> |  |
| <b>Site</b>          |  |

| Activities  | Initial/Date or N/A |
|---|---------------------|
| <b>General Site Orientation (Specific to Client) with Site Lead/Designee:</b>   |                     |
| <ul style="list-style-type: none"> <li>Client General Information (e.g., Name(s), locations sub-sites not at the main location, type of industry)</li> </ul>  |                     |
| <ul style="list-style-type: none"> <li>Security Rules                             <ul style="list-style-type: none"> <li>Badge/ID (if required) - Discuss site badge requirements</li> <li>Parking Requirements (e.g., location, restrictions, handicap designations)</li> <li>Discuss site specific navigation - (e.g., location of multiple buildings, entrances/exits, cafeteria(s), restrooms, meeting rooms, training rooms, mailroom(s), break-room(s), copiers/faxes, supplies)</li> </ul> </li> </ul> |                     |
| <ul style="list-style-type: none"> <li>Safety Rules (e.g., evacuation routes, fire alarms, inclement weather process)</li> </ul>  |                     |
| <ul style="list-style-type: none"> <li>Provide copy/electronic location of the site Dress Code or hardcopy list of any specific differences as noted from the Sequence dress code</li> </ul>  |                     |
| <ul style="list-style-type: none"> <li>Provide copy/electronic location of any Client specific restrictions/rules</li> </ul>  |                     |
| <b>Provide Introductions to:</b> <ul style="list-style-type: none"> <li>Sequence Team members</li> <li>Client Liaisons (Sequence's Client Contact at the site)</li> <li>Key project personnel (team members and client personnel)</li> </ul>  |                     |
| <b>Specific Site Training:</b>  |                     |
| <ul style="list-style-type: none"> <li>Read related GxP/CFR, and Guidance Documents (hard copy provided if not available electronically) if any, based on Client's industry type</li> </ul>   |                     |
| <ul style="list-style-type: none"> <li>Client phone (e.g., access, voice mail, restrictions on use)</li> </ul>  |                     |
| <ul style="list-style-type: none"> <li>Client email (set-up, access, restrictions)                             <ul style="list-style-type: none"> <li>Discuss scheduling meetings                                     <ul style="list-style-type: none"> <li>Explain special designations - e.g. Conference Rooms</li> </ul> </li> </ul> </li> <li>Discuss how to schedule approved PTO, Working from Home (WFH) and who must approve</li> </ul>  |                     |

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|--|---------------------|
| <ul style="list-style-type: none"> <li>Discuss working from home remote criteria and approval (if allowed by client). Obtain required access if approved.</li> </ul>   |                     |
| <ul style="list-style-type: none"> <li>Complete any core client/site specific training (SOPS, Policies) as directed by the client or enroll in site-specific training conducted by client as needed for access to any systems.                             <ul style="list-style-type: none"> <li>May include but not limited to:                                     <ul style="list-style-type: none"> <li>EDMS System/Document Management System</li> <li>Change Control System (as needed based on site)</li> </ul> </li> </ul> </li> </ul> <p><b>NOTE:</b> The Training Documentation Form must be completed and signed; indicating document number(s), document revision, train dates. The form must be turned in to the Site Lead/Designee upon completion.</p> |                     |
| <ul style="list-style-type: none"> <li>Gain/Request access to any site specific systems needed to perform job upon completion of training (as applicable)</li> </ul>   |                     |
| <p><b>Project Specific Training</b> (<i>if applicable</i>)</p> <ul style="list-style-type: none"> <li>Provide employee with a “Link List” indicating locations of specific systems logins and project documentation and/or folders for references</li> <li>Provide link to any specific formats or templates required by the client</li> <li>Provide information regarding any additional specific project documentation requiring sign-off</li> </ul>   |                     |
| <p>Team Peer Review</p> <ul style="list-style-type: none"> <li>Discuss process for ensuring documents produced continue to meet Sequence standards for quality and consistency</li> </ul>  |                     |

**Note:** Employee must return the completed checklist to the Manager/Site Lead.

**Note:** The Manager/Site Lead must submit the completed checklist to the Training Coordinator.