A hallway with light-colored wooden walls and a white tiled floor. On the left, there is a row of white lockers. In the center, there are glass doors with black frames. The doors lead into a room with wooden walls and floors. On the right side of the room, there is a large illustration of a dog's head with the word 'FULL' written in large, bold, black letters. Above the dog's head, the word 'IMAGINE' is written in a curved banner. Below the dog's head, the word 'THINK' is written in a curved banner. The room is lit with warm, yellow light. The text 'FULL Creative' is overlaid in the center of the image.

FULL Creative

FULL

Introduction

Welcome to the FULL Creative family! We're happy that you are now a part of the Full family!

In this presentation, we will look into:

- Who we are
- What we do
- What you can look forward to



Our Philosophy

In the pursuit of making an impact, we believe in:

- Fair & equal opportunity for everyone
- Maintaining the highest standard of Conduct and Integrity
- Honest, Open & Transparent Communication



Our Culture

To change the way the world works, we strive to:

- Achieve Technical, Managerial & Operational Excellence
- Be kind and courteous
- Provide an exciting and safe work environment





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FULL

Our Values



- Encourage consistent and continuous learning
- Promote learning via various content channels
- Grow by sharing knowledge

FULL



FULL Creative's Story

1994-CTI Long Distance, Portland, USA

2002-Answer Connect

2007- Adaptavant, Chennai, India

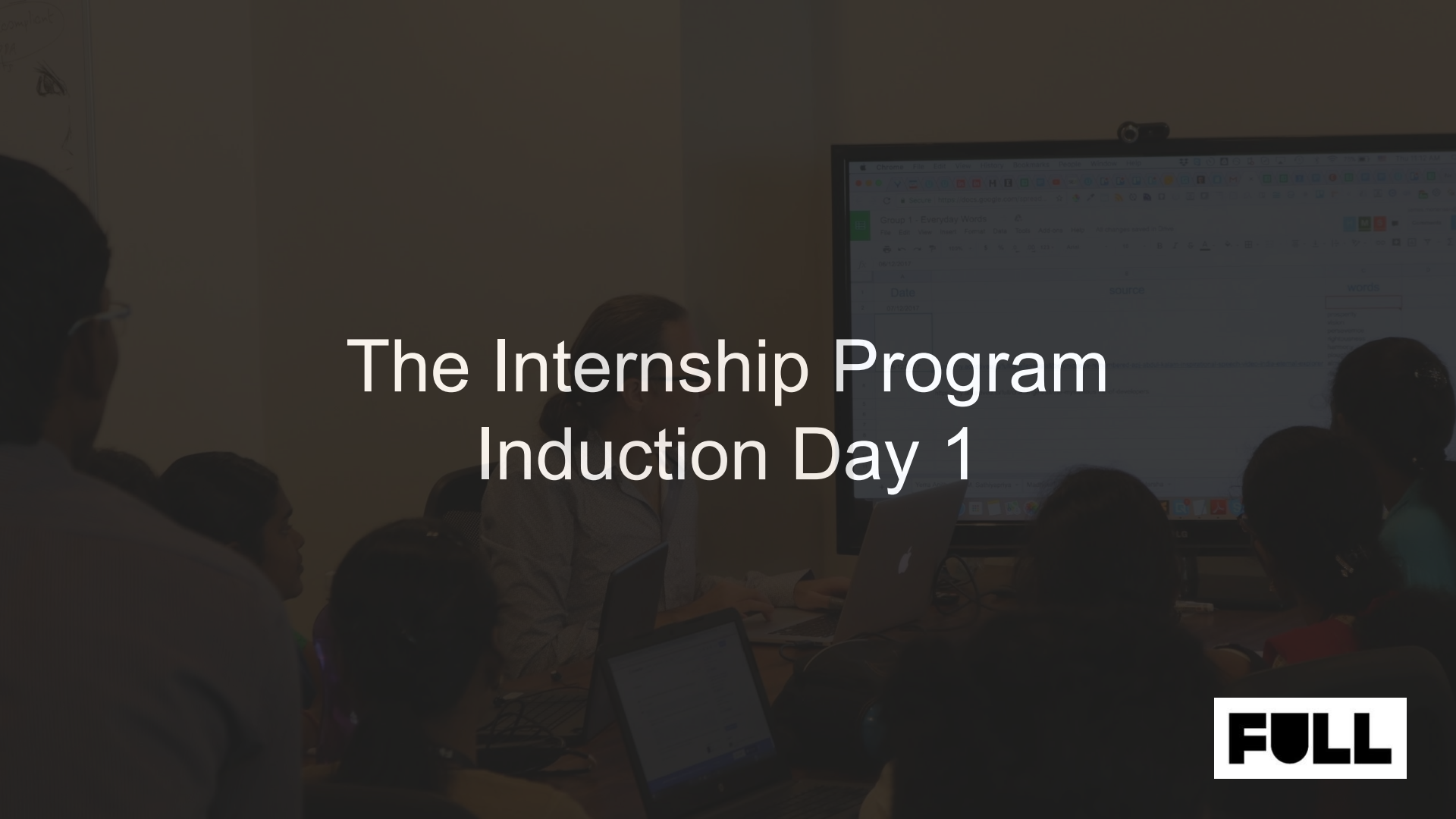
FULL

2015- Adaptavant to FULL Creative

2015- FULL Creative, Edinburgh, UK

2019- Anywhere HUB, Edinburgh, UK

FULL

A group of people are seated around a table in a meeting room, working on laptops. A large monitor in the background displays a Google Sheets spreadsheet titled "Group 1 - Everyday Words". The spreadsheet has columns for "Date" and "Source", and a list of words in the "words" column. The text "The Internship Program Induction Day 1" is overlaid in the center of the image.

The Internship Program Induction Day 1

FULL

3 Month Internship Program

- A learning platform for interns
- Exposure to corporate culture
- Develop technical competency
- Encourage learning through self exploration
- Build self confidence & critical thinking

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Month	Nature of Job	Monthly Gross
Month 1	<ul style="list-style-type: none"> • Complete the tasks assigned • Participate actively in non-technical activities • Proceed to the next phase based on performance <p><i>You will be assigned a mentor during the 3-month Internship program</i></p>	10,900
Month 2	<ul style="list-style-type: none"> • Complete the tasks assigned(the level of difficulty will be harder) • Participate actively in non- technical activities • Proceed to the next phase based on performance 	10,900

Month 3	<ul style="list-style-type: none"> • Complete the tasks assigned(the level of difficulty will be harder and more challenging) • Participate actively in non- technical activities • Proceed to the next phase based on performance 	15,000
post 3 Months	<ul style="list-style-type: none"> • Possibility to be absorbed as a full time employee based on performance. <p><i>Employment is not guaranteed. It completely depends only on the performance of the intern</i></p>	CTC will vary from position to position

P.S-The stipend mentioned are gross amounts, that are subject to deductions.

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Working Hours



- We Clock-in & Clock-out on YoCoBoard
- Your shift: 8 hours work + 1 hour break



WorkWeek and Timings

Work Days- Monday to Saturday

Timings- 10 AM to 7 PM(Shift may vary based on the domain)

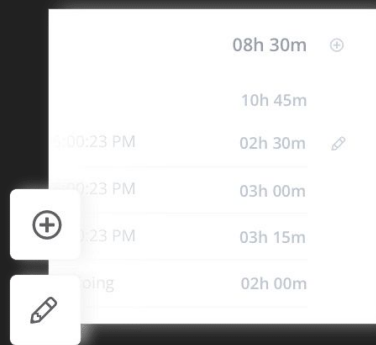
- Monday to Friday (8 hours + 1 hour)
- All Saturdays (7 hours + 1 hour)

P.S-Please use **only** the Web Application to clock-in and clock-out

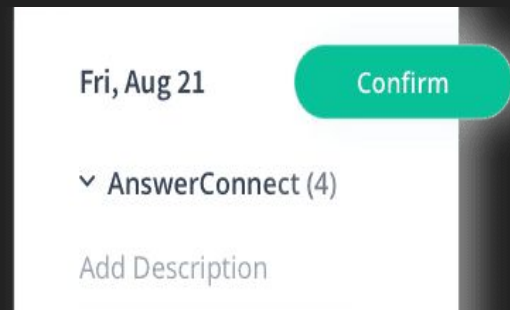


Your Hours Matter!

Check and confirm previous day's hours the very next day.



Discrepancy in tracked hours? Create an adjustment



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Learning



- Minimum 150 minutes of learning per week
- Earn learning minutes through:
 - AdaptiveU's FULL University
 - Read a book (Hardcopy)
- Check your weekly learning stats: [Learning Stats Doc](#)

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Reward Points

- Earn 150+ points the previous week
- Use upto 30 points per day on snacks
- Book [online](#), collect it from the lobby (Phase 1)



P.S- Use the link or the QR code provided to access the Store Booking Page



English Development Program (EDP)

- One language to communicate - English
- Encourage ideas through communication
- Kindly avoid local languages

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Internal communication

AnywhereWorks

- With Anywhere Works you can:
 - Chat 1:1 or collab
 - Video calls
 - Update availability status
 - Post work feeds



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Work Space

- Keep it clean - it's your space!
- Keep it clean - it's your coworker's space too!
- Discard waste in trash bins that you find around you



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Dress Code

- Smart casual
- Keep it professional

EDP(English Development Program)

EDP Weekly Sessions

- Build communication & public speaking skills
- Your active participation solicited

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EDP(English Development Program)

EDP Everyday Words

- Everyday Word Challenge - [Link to Form](#)
- Everyday Word Sheet - [Link to Form](#)

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Leave Policy

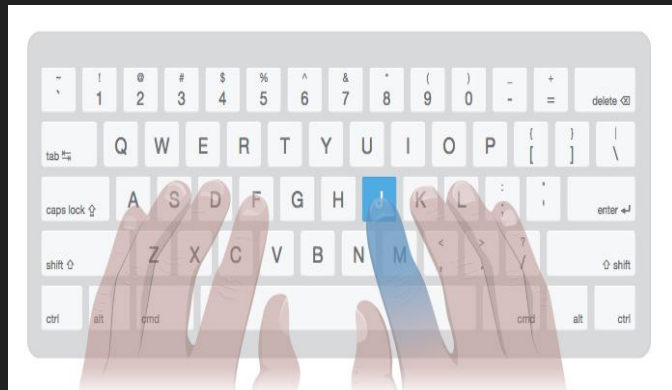


- One CL per month
- More than one leave will result in loss of pay
- Send emails requesting leave to
 - fullhr@anywhere.co
 - your mentor

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Touch Typing

- Practice everyday
- Weekly typing tests on:
 - [Typing.com](#) (1st month)
 - [Typingtest.com](#) (2nd month onwards)
- Track your weekly typing goals and your scores - [Link](#)



Laptops and Desktops

- Laptop, headset and bag
- Laptop maintenance
- Report problems to IT Support
- No personal devices except mobile phone



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Things To Remember!

- Regular attendance & punctuality
- Complete 8+1 hours every day
- Daily typing practice
- Clear periodic typing goals
- 150+ learning minutes per week
- Adherence to EDP Policy

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Important Links!



- To access your payslip:
<https://fullcreative.greythr.com/login.do>
- To view your leave history and balance(regular employees only):
<http://hrms.adaptavant.com/login.php>

In case you have any queries or grievances, please feel free to contact us, the HR team. You can:



- Message us on AnywhereWorks (AW), or
- Email us at fullhr@anywhere.co

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A dimly lit, modern office space with rows of cubicles. In the foreground, a person is seated at a desk, viewed from behind, working on a computer. The cubicles have white desks and blue partitions. In the background, other employees are visible working at their desks. The ceiling features exposed pipes and several circular pendant lights. A brick pillar is visible on the right side of the frame.

Induction Training

Day 2

Our Products

AnywhereWorks



Answerconnect



Teleport.Video



AdaptiveU



Setmore



YoCo Board



P.S-Click on the product's name to experience the product itself

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Our Teams

AdaptiveU

[AnswerConnect](#)

[AnswerForce](#)

[Teleport.Video](#)

Anywhere Works

[Distributed Source](#)

[HelloSells](#)

[LexReception](#)

[Setmore](#)

YoCoBoard

Switchboard

Form Creator

[Synclo](#)

In case you have any queries or grievances, please feel free to contact us, the HR team. You can:



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- Email us at fullhr@anywhere.co

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