



# onmobile

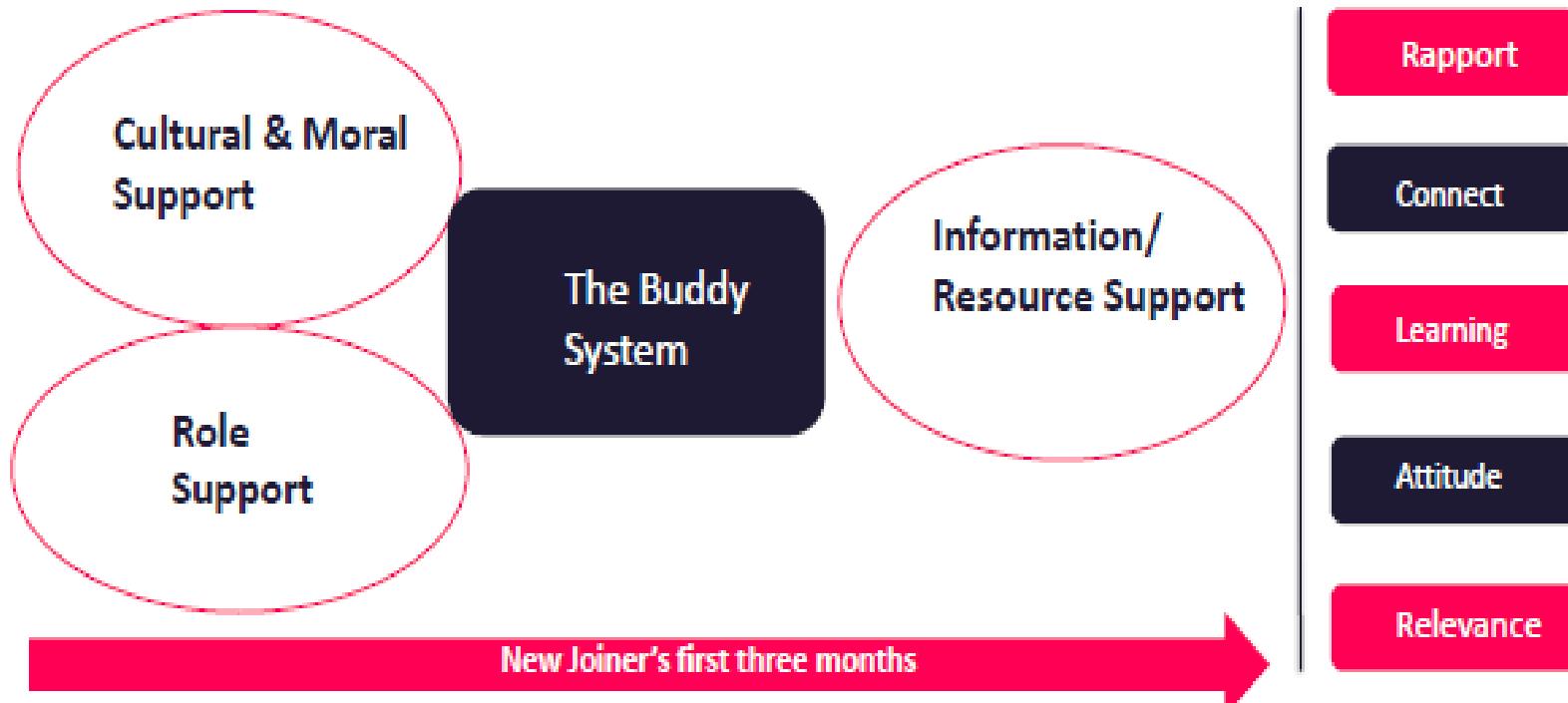
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## Buddy Guidelines

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# What is a Buddy?

A colleague who will handhold the new joiner for first three months by way of advising, guiding and supporting for various day to day aspects of the work including resource requirements.



# Objectives of Buddy System

- To provide new joiner with single point of contact for all the basic and informational requirements related to the aspects of the work
- To make new joiner's initial experience enjoyable and affirmative by providing reliable, logical, moral support and handholding

Expectation



# Role of a Buddy

- Welcomes new joiner on first day and helps them settle in
- Introduces the new joiner to team and other relevant stakeholders in the organization
- Clarifies on basic policies and where to find them-***relocation related claims, reimbursement of mobile, broadband, new initiatives like Your Dost etc.***
- Sensitize on the organization culture and way of working
- Addresses queries, concerns and answers the questions
- Assists coordinating with teams for fulfilling resources/information requirements-for example resources on ***Jira, org chart, myapps, athene, raising SR/PR, appraisal, claims*** etc
- Proactively checks-in every now and then to ensure their comfort
- Ensure employee experience is enjoyable

# The Do's & Don'ts

Do's	Don'ts
Create a three months plan to address new joiner's requirements	Commit anything with regard to policies
Develop rapport/connect	Share incorrect information, misrepresent things
Support in all possible aspects	Share negative thoughts or opinions
Provide moral support along with resources and information	
Handhold and regular check-ins	



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Thank You

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