

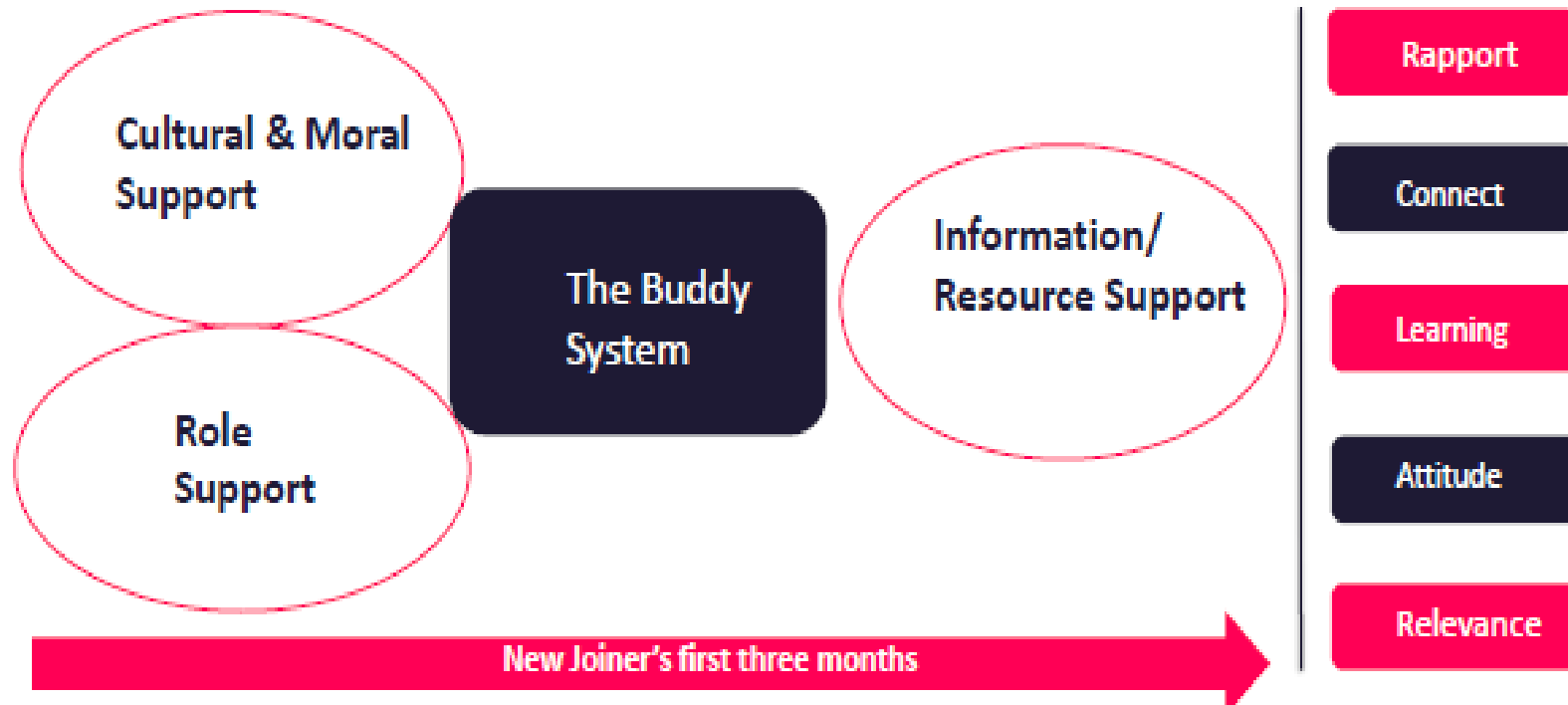


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Buddy Guidelines

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
