

Onboarding Process

1. What documents do I need to submit during onboarding?

You will need to submit a copy of your national ID/passport, educational certificates, previous employment documents (if applicable), bank account details, and a signed offer letter. HR will provide a checklist to ensure you have submitted all necessary documents.

2. How long does the onboarding process take?

The onboarding process typically takes one week. This includes orientation sessions, IT setup, policy briefings, and introductions to key teams. You'll receive a detailed schedule from HR before your joining date.

3. Will there be a mentor or buddy assigned to help me during my initial days?

Yes, most new hires are assigned a mentor or a buddy to help them get familiar with the company culture, tools, and workflow. Your mentor will be introduced during your orientation week.

4. How do I access my company email and work tools?

Your login credentials for email and other internal systems will be shared by the IT team on your first day. Make sure to reset your passwords and complete the security setup as instructed.

Exit Process

5. How do I formally resign from the company?

You need to submit a resignation letter via email or the HRMS portal and give the required notice period (e.g., one month). Once accepted, HR will initiate the exit formalities.

6. What is the notice period policy?

The standard notice period is usually one month unless otherwise stated in your contract. Early release may be considered under special circumstances with managerial and HR approval.

7. Will I receive a full and final settlement after resignation?

Yes, the full and final settlement includes pending salary, unused leave encashment, and applicable reimbursements. It is processed within 30 working days after your last working day.

8. Can I get an experience letter and relieving letter after leaving?

Absolutely. Once the exit process is complete and all company property is returned, HR will issue your experience and relieving letters within 7–10 business days.

Remote Work Policies

9. What is the company's policy on remote or hybrid work?

The company allows remote or hybrid work based on job roles and departmental needs. You must have prior approval from your manager and ensure availability during core working hours.

10. Will the company provide equipment for remote work?

Yes, essential equipment such as laptops, monitors, and headsets are provided upon request. IT support is also available remotely in case of any technical issues.

11. How is attendance tracked during remote work?

Attendance is tracked via the company's HR portal or time-tracking system. Employees are expected to log in at the start of the workday and mark availability on communication platforms like Slack or Teams.

12. How do I stay connected with my team while working remotely?

Daily stand-up meetings, team huddles, and project management tools like Jira or Asana are used to stay aligned. Communication is encouraged via video calls, chat, and scheduled check-ins.