HR Onboarding Guide – Company XYZ

Welcome to Company XYZ!  
  
We're excited to have you onboard. This guide is designed to help you settle into your new role and navigate our company policies and practices smoothly.

# 1. Organization Structure

Company XYZ operates across multiple verticals including:  
- Engineering & Product Development  
- Sales & Marketing  
- Customer Support  
- Human Resources  
- Finance & Compliance  
  
Each department is led by a VP who reports to the Executive Leadership Team (ELT). You’ll find the org chart in the internal portal under HR > Org Structure.

# 2. Contact Points

| Department | Contact Person | Email | Phone |
| --- | --- | --- | --- |
| HR | Trisha Ghoshal | hr@companyxyz.com | 1001 |
| IT Helpdesk | Rahul Madhiwala | ithelp@companyxyz.com | 1022 |
| Admin & Facilities | Shangana yadav | admin@companyxyz.com | 1033 |
| Finance | Kunal | finance@companyxyz.com | 1044 |

# 3. IT Access Steps

To ensure secure access, please follow the below steps:  
1. Collect your official laptop and accessories from the IT desk.  
2. Log in using your employee credentials shared via onboarding email.  
3. Reset your temporary password on the first login.  
4. Set up your multi-factor authentication (MFA) via our IT security app.  
5. Access company systems like:  
 - Email (Outlook)  
 - HRMS Portal  
 - Time Tracking Tool  
 - VPN (for remote access)

# 4. Code of Conduct

All employees are expected to:  
- Maintain professional decorum.  
- Respect workplace diversity.  
- Avoid any form of harassment or discrimination.  
- Adhere to data privacy and cybersecurity practices.  
- Avoid conflicts of interest.  
  
A detailed handbook is available under HR > Policies.

# 5. Employee Benefits

- Health Insurance – Coverage for self, spouse, children, and parents.  
- Meal Card – Monthly top-up for food and groceries.  
- Work-from-Home Flexibility – Allowed up to 2 days/week post-probation.  
- Learning Reimbursement – ₹15,000 annually for certified courses.  
- Wellness Programs – Yoga, Zumba, and counselling sessions.

# 6. Performance Review Cycle

- Probation Review: After 6 months from DOJ.  
- Annual Reviews: Held every March, tied to salary hikes and promotions.  
- 360° Feedback: From peers, managers, and self-assessment.  
- Goal Setting: Via the OKR framework at the beginning of each quarter.

# 7. FAQs

Q: Where do I apply for leave?  
A: Use the HRMS > Leave section.  
  
Q: Whom do I contact if I forget my login credentials?  
A: IT Helpdesk at ithelp@companyxyz.com  
  
Q: Can I work remotely permanently?  
A: Only with formal approval from your reporting manager.

Let’s grow together. Welcome again to the XYZ Family! 🎉