

## **MadeUpName, LLC**

### **Onboarding & Offboarding Policy**

#### **Purpose**

This policy ensures a consistent, organized, and professional approach to welcoming new employees and transitioning departing employees at MadeUpName, LLC. The goal is to create a positive experience, ensure compliance, and protect company assets and data.

#### **Scope**

This policy applies to all employees, contractors, and interns joining or leaving MadeUpName, LLC.

#### **1. Onboarding Objectives**

- Help new employees integrate quickly into the company culture and team.
- Provide tools, resources, and training necessary for job success.
- Ensure compliance with legal, payroll, and IT requirements.

#### **2. Pre-Boarding**

Before a new hire's start date, HR will:

- Send a written offer letter and collect required documentation (I-9, W-4, etc.).

- Set up payroll and benefits accounts.
- Coordinate with IT to prepare necessary hardware, email, and software access.
- Share the employee handbook and relevant policies.

#### **3. First Day and Week**

Managers and HR will:

- Conduct orientation covering company culture, policies, and procedures.

- Introduce the new hire to their team and assign a mentor or buddy.
- Review the employee's role, performance expectations, and initial projects.
- Schedule onboarding check-ins at 30, 60, and 90 days.

#### **4. Training and Development**

New hires will receive training on company tools, security protocols, and processes. Ongoing learning opportunities will be provided through the Learning & Development Policy.

#### **5. Offboarding Objectives**

To ensure smooth, secure, and respectful separation of employees leaving the company—voluntarily or involuntarily.

#### **6. Exit Procedures**

- HR and managers will:
- Conduct an exit interview to gather feedback and discuss next steps.
  - Ensure final pay, benefits continuation (COBRA), and PTO payout are processed according to law.
  - Retrieve company assets (laptop, badges, software access).
  - Disable system access immediately upon separation.
  - Review confidentiality obligations and non-disclosure requirements.

**7. Knowledge Transfer**

Departing employees must document project status and transfer relevant information to their manager or successor before departure.

**8. Confidentiality and Conduct**

Departing employees are reminded of their continuing obligations under the Code of Conduct, Data Protection, and Non-Disclosure policies.

**9. Recordkeeping**

HR will maintain onboarding and offboarding documentation per the HR Documentation & Recordkeeping Policy.

**Effective Date:** January 2025

**Next Review Date:** January 2026

**Policy Owner:** Human Resources Department