

11. New Employee Induction Process

At Toyama Controls, we believe that the first few days and weeks for a new employee are critical in setting the tone for their tenure in the company. We have designed our induction process to be comprehensive and engaging to help our new team members feel welcome, integrated, and ready to contribute. Here's an outline of our New Employee Induction Process:

- 1. Pre-Onboarding Preparation:** Before a new hire's first day, our HR team ensures that their workspace, equipment, and access to necessary systems are ready. The new employee's manager and team are also informed about their joining date.
- 2. Welcome to the Team:** The induction process begins with a warm welcome from the HR team and their department head. The new employee is then introduced to their team members. This helps to create a friendly atmosphere, making the newcomer feel comfortable and accepted.
- 3. Company Overview:** The new hire is presented with an overview of Toyama Controls, including our history, mission, vision, core values, and strategic objectives. This is to make sure they understand our culture, how we work, and what we aim to achieve.
- 4. Job Role Clarification:** Detailed information about their job role, responsibilities, and key performance indicators (KPIs) are explained. This ensures the new employee clearly understands their position and what is expected of them.
- 5. Policy Review:** New hires are provided with a copy of our employee handbook and are guided through important policies and procedures. This includes attendance, leave, code of conduct, remuneration, and any other relevant company policies.
- 6. Departmental Orientation:** The new employee is taken on a tour of their department, familiarizing them with their workspace and introducing them to other departmental staff. They are also shown key facilities such as the cafeteria, restrooms, meeting rooms, and emergency exits.
- 7. Training Sessions:** Depending on the job role, new hires might be required to undergo certain training sessions. These could be job-specific training or general training such as software usage, safety training, etc.
- 8. One-on-One with Manager:** The new employee will have a meeting with their direct supervisor or manager. The meeting's purpose is to discuss immediate work priorities, set goals, and address any initial queries the new employee might have.
- 9. Check-Ins:** Regular check-ins are scheduled during the initial weeks to ensure that the new employee is settling in well. Feedback is gathered on their onboarding experience and

any issues are promptly addressed.

Our goal is to ensure a seamless transition for our new hires into their roles and help them feel part of the Toyama Controls family from the very beginning.