

Yueniu Tech New Employee Onboarding Handbook

Welcome to Yueniu Tech!

We are thrilled to have you join our team. This onboarding handbook is designed to help you navigate your first days, understand our values, policies, and expectations, and ensure a smooth transition into your new role.

1. About Yueniu Tech

Founded with the mission to innovate and empower, **Yueniu Tech** is a technology-driven company that values excellence, creativity, and collaboration. We strive to provide cutting-edge solutions to our clients while fostering a dynamic and inclusive workplace.

2. Company Values

- **Innovation:** We embrace new ideas and technologies.
- **Integrity:** We conduct our business with the highest ethical standards.
- **Collaboration:** Teamwork is at the heart of our operations.
- **Customer Focus:** We prioritize the needs and satisfaction of our clients.
- **Continuous Improvement:** We are committed to personal and professional growth.

3. Your First Day

On your first day, please arrive at the reception by **9:00 AM**. You will be greeted by our HR representative, who will give you a tour of the office and introduce you to your team. Your workstation will be set up, and you'll receive your ID badge and necessary equipment.

4. Required Documents

Please bring the following documents on your first day:

- Valid government-issued ID
- Bank account details for payroll setup
- Signed offer letter and employment contract

- Completed tax forms (IR330 for New Zealand employees)
- Work visa (if applicable)

5. HR Contacts

If you have any questions or concerns, our HR team is here to help:

- **HR Manager:** Sarah Liu – sarah.liu@yueniutech.com
- **HR Generalist:** Tom Zhang – tom.zhang@yueniutech.com
- **Phone:** +64 9 123 4567

6. Workplace Policies

6.1 Attendance and Punctuality

Regular attendance is essential. If you are running late or unable to attend work, please notify your supervisor and HR as early as possible.

6.2 Dress Code

Our dress code is smart casual unless otherwise specified for meetings or events.

6.3 IT & Security Policies

All employees must adhere to the company's IT usage and cybersecurity policies. Company equipment must be used for professional purposes only.

6.4 Anti-Harassment Policy

Yueniu Tech is committed to maintaining a workplace free from harassment or discrimination. Any concerns will be taken seriously and addressed promptly.

6.5 Health and Safety

We are dedicated to providing a safe work environment. Familiarize yourself with emergency exits, first aid kits, and safety procedures.

7. Payroll and Benefits

Employees are paid monthly via direct deposit. Standard employee benefits include:

- Health insurance
- Paid annual leave (minimum 20 days)

- Sick leave and bereavement leave
- KiwiSaver contributions (for NZ-based employees)
- Professional development and training programs

8. Performance Reviews

Performance reviews are conducted **biannually** to assess your progress, set career goals, and identify training opportunities. We encourage open and constructive feedback between employees and managers.

9. Career Development

Yueniu Tech supports your career growth through:

- Internal job mobility
- Access to industry conferences and certifications
- Leadership training and mentoring opportunities

Speak to your manager or HR about your career path and development goals.

10. Company Culture and Social Events

We believe that a happy team is a productive team. We regularly host:

- Team lunches and happy hours
- Hackathons and innovation days
- Mental health and wellness programs
- Monthly recognition awards

11. Resignation and Exit Process

If you choose to leave Yueniu Tech, we ask that you provide a minimum of **four weeks' notice**. HR will guide you through the offboarding process and schedule an exit interview to gather feedback.

12. Important Policies and Documents (Available on the Intranet)

Please take time to review the following documents, which can be accessed from the company intranet:

- Code of Conduct
- Employee Handbook
- Data Protection and Privacy Policy
- Equal Employment Opportunity Policy
- Remote Work Guidelines

Final Words

We hope this guide gives you a comprehensive overview of what to expect at Yueniu Tech. If you ever have questions or need support, please don't hesitate to reach out to your manager or the HR team.

Welcome aboard – we're excited to have you with us!

Let me know if you'd like a Google Docs link or formatted Word version as well!