

# **ONBOARDING POLICY**

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DOCUMENT REVISION HISTORY				
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1.0	01/01/2018	HR Operations	Initial Draft	Head, HR
1.1	1/12/2018	HR Operations	Added the process of interns, tool changes	Head, HR

## 1. PURPOSE

The purpose of Employee On boarding process is to

- Induct new hires into Altran
- On Boarding Process is a more comprehensive process which ensures that the new employees are socialized into a company's culture, in addition to being oriented to their specific job tasks and associated work expectations.

## 2. SCOPE

This is applicable to all new hires including (Full Time Employees/Fixed Term Contractors/ Interns/Sub contractors (Third party)).

## 3. PRIMARY ROLE

- Onboarding Team

## 4. TYPES OF ONBOARDING

- Onboarding- Fulltime Employees , Fixed Term Contractors & Interns Conversions
- Onboarding- Contract to Permanent Employees ( Contract Conversions)
- Onboarding- Remote Locations
- Onboarding- Sub Contractors
- Onboarding- Interns

## 5. ONBOARDING PROCESS FLOW

### 5.1 Onboarding- Fulltime Employees, Fixed Term Contractors & Interns Conversions

Recruitment team sends the HRIS links with the check list of documents prior 15 days for personal information updation after the offer acceptance by the candidate. OB spoc verifies the documents & informs the candidate on the insufficiency.

Day 0 - Pre- Joining

Description

- OB spoc sends out the mailer to the recruitment team for new joinee confirmation
- Recruitment team confirm the list of new joinees for Onboarding
- 1 day prior to the DOJ, OB sends out welcome email to the new joinees with the agenda, reporting details, check list of the documents

Responsibilities: Candidate/OB spoc/Recruiter

Day 1 – On Joining	Day 2 – Post Joining
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• New Joinee reports on the DOJ</li> <li>• Registration &amp; issuing the temp card by front desk</li> <li>• OB spoc greets the new joinee followed by welcome, attendance &amp; floor walk</li> <li>• OB spoc provides the new joinee reporting status to the recruitment team.</li> <li>• Recruitment team generates the EM ID in linx.</li> <li>• Recruitment team provides the EMP ID to the OB team.</li> <li>• MDM to generate the mail account</li> <li>• HR Documentation (New Joinee forms) followed by appointment letter, sign off on the legal papers</li> <li>• Day 1 Induction &amp; brief about the policies &amp; generic links to be provided to the new hire</li> <li>• ID &amp; access card process</li> <li>• Facilitate the HDFC bank account creation for the new joinees</li> <li>• OB spoc to provide the reporting &amp; managers detail to the new joinees</li> <li>• OB spoc to hand over the welcome kit</li> <li>• OB spoc to inform the new joinees about new hire feedback onboarding survey</li> <li>• OB team to share the list of new joinees to the stake holders</li> </ul> <p><b>Responsibilities:</b> Candidate/OB spoc/Recruiter</p>	<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• HROPs backend team generates the record in ESS portal.</li> <li>• OB spoc shares the list of new joinees to the share point team for releasing the generic links &amp; New hire feedback OB survey mailer</li> <li>• OB spoc to provide the list of new joinees to the local IT team for new hire addition to the mailing list/DL</li> <li>• OB spoc sends out Induction PPT along with the generic links to the new joinees</li> <li>• OB spoc sends out new joinees total experience to the deliveriz team</li> </ul> <p><b>Responsibilities:</b> OB spoc</p>

**Note:** Fixed term contractor extension will be communicated by HRBP after getting the confirmation from the business. HROPs team will share the contract extension letter with HRBPs for handing over to the employees.

5.2 Onboarding- Fixed Term Contract to Full Time Employees ( Contract Conversions)

Day 0 - Pre- Joining
<p>Description</p> <ul style="list-style-type: none"><li>• HRBP provides the new joiner conversion input to the HROP's team, after the business and Finance approval</li><li>• HROPs team issues the addendum letter to the HRBPs &amp; sends to the business, updates MDM &amp; HRIS.</li></ul> <p>Responsibilities: Candidate/HROPs/HRBP</p>

Day 1 – On Joining	Day 2 – Post Joining
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• OB team prepares the addendum copy of the appointment letter</li> <li>• Addendum copy of the appointment letter will be issued to the HRBP, followed by acknowledgement.</li> <li>• Acknowledged copy of the letter to be filed in the personal file</li> <li>• MDM/Peoplestrong retains the same EMP ID, &amp; mail ac.</li> <li>• OB team to share the list of new joiners to the stake holders</li> </ul> <p><b>Responsibilities:</b> Candidate/OB spoc/Recruiter</p>	<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• HROPs team modifies the employment detail in ESS portal with the effective DOJ &amp; other details.</li> <li>• OB spoc sends out new joiners total experience to the deliveriz team</li> <li>• OB spoc sends out Induction PPT along with the generic links to the new joiners</li> </ul> <p><b>Responsibilities:</b> OB spoc</p>



5.3 Onboarding- Remote Locations

Day 0 - Pre- Joining
<p><b>Description</b></p> <ul style="list-style-type: none"><li>• OB spoc sends out the mailer to the recruitment team for new joiner confirmation</li><li>• Recruitment team confirm the list of new joiners for Onboarding</li><li>• 1 day prior to the DOJ, OB sends out welcome email to the new joiners with the agenda, reporting details, check list of the documents</li></ul> <p><b>Responsibilities:</b> Candidate/OB spoc/Recruiter</p>

Day 1 – On Joining	Day 2 – Post Joining
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• OB spoc to receive the confirmation email from the recruitment team on the joinee reporting status at remote location</li> <li>• OB spoc initiates the request for linx onboarding with the recruitment team</li> <li>• Recruitment team provides the EMP ID.</li> <li>• Remote location spoc will coordinate with the new joinee for completing the paper filling process if employee is at the reporting office; If not the OB spoc will coordinate with the new joinee for completing the paper process over the email. Hard copy of the document along with the forms will be sent to the central location via courier If not New joinee will send the soft copy of the document over the email.</li> <li>• New joinee to share the photograph for ID card process.</li> <li>• ID card process will be initiated</li> <li>• Soft copy of the appointment letter will be sent to the new joinee on the DOJ, same to be acknowledged by the employee on the DOJ.</li> <li>• OB spoc to share the employment details along with the reporting details to the new joinee</li> <li>• OB spoc to courier the hard copy of the appointment letter along with the ID card, welcome kit to the new joinee</li> <li>• Facilitate bank ac creation over the email by sharing the contact details of the bank coordinator</li> <li>• OB team to share the list of new joinees to the stakeholders</li> </ul> <p><b>Responsibilities:</b> Candidate/OB spoc/Recruiter</p>	<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• HROPs backend team generates the Employee record in ESS portal</li> <li>• Employee to share the acknowledged copy of the appointment letter, files it in the personal file.</li> <li>• OB spoc shares the list of new joinees to the share point team for releasing the generic links &amp; New Hire feedback OB survey mailer</li> <li>• OB spoc to provide the list of new joinees to the local IT team for new hire addition to the mailing list/DL</li> <li>• OB spoc sends out Induction PPT along with the generic links to the new joinees.</li> <li>• OB spoc sends out new joinees total experience to the deliveriz team</li> </ul> <p><b>Responsibilities:</b> OB spoc</p>

5.4 Onboarding- Sub Contractors

Day 0 - Pre- Joining
<p><b>Description</b></p> <ul style="list-style-type: none"><li>Recruitment team updates the offer tracker /vendor management team shares the detail of the new joiner through email</li></ul> <p><b>Responsibilities:</b> Vendor management spoc/Recruiter</p>

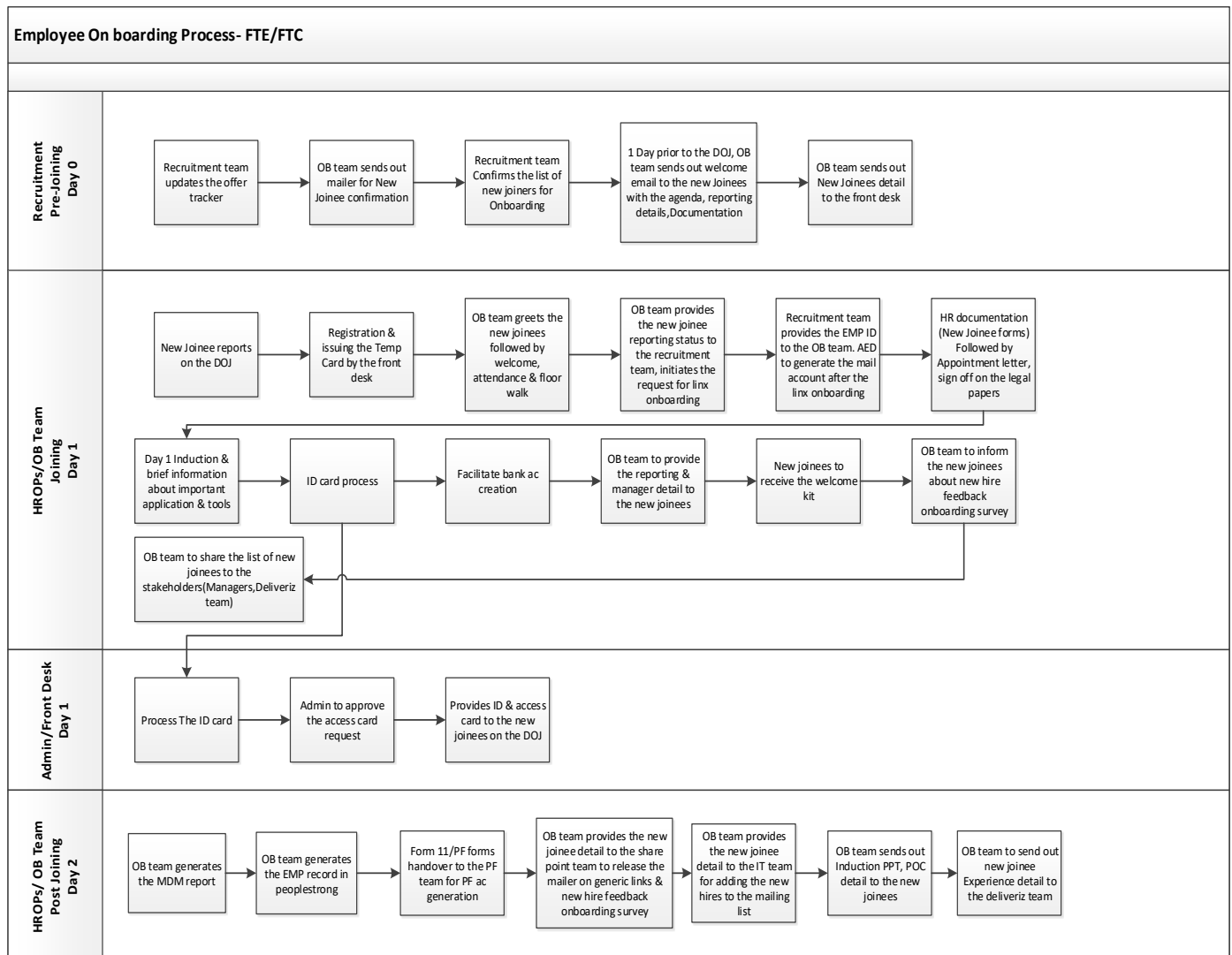
Day 1 – On Joining	Day 2 – Post Joining
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• New Joinee reports on the DOJ</li> <li>• Registration &amp; issuing the temp card by the front desk</li> <li>• OB spoc greets the new joinee followed by welcome, attendance &amp; floor walk</li> <li>• OB spoc provides the new joinee reporting status to the recruitment team / vendor management team</li> <li>• HR Documentation (New Joinee forms- 1<sup>st</sup> 5 pages of the forms &amp; the NDA form, sign off on the legal papers) followed by documentation( 2 copies of the ID proof, 1 Photograph to be submitted)</li> <li>• Recruitment team/Vendor management team shares the IT form to the backend HROPs team to create the EMP ID. EMP ID creation in linx tool.</li> <li>• ID &amp; access card process will be initiated</li> <li>• OB spoc to provide the reporting &amp; managers detail to the new joinees</li> <li>• OB team to share the list of new joinees to the stake holders</li> </ul> <p><b>Responsibilities:</b> Candidate/OB spoc/Recruiter</p>	<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• HROPs backend team generates the Employee record in ESS portal</li> <li>• OB spoc shares the list of new joinees to the share point team for releasing the generic links</li> <li>• OB spoc to provide the list of new joinees to the local IT team for new hire addition to the mailing list/DL</li> <li>• OB spoc sends out new joinees total experience to the deliveriz team</li> </ul> <p><b>Responsibilities:</b> OB spoc</p>

## 5.5 Onboarding- Interns

Interns are hired through campus recruitment for a period of 6 months. During the period, Interns are paid stipend as per the company policy. At the end of the internship period, performance is reviewed and internship is extended or converted into full time employees based on the business need. Below is the process:

- Interns are hired basis the business requirement.
- Recruitment team approaches the college for Interns hiring.
- Recruitment team short list the candidate basis the requirement
- Offers the candidate.
- Recruitment team updates the offer tracker
- HROPs backend team generated the EMP ID creation
- Process of Intern Onboarding will remain same as Full time employee onboarding.
- HR documentation followed by filling the 1<sup>st</sup> five pages of new joiner form, submitting the documents as check list, Internship letter.

## 6. ONBOARDING PROCESS FLOW CHART



## 7. DISCLAIMER

This policy and its contents are confidential and intended solely for the use by employees of Altran Technologies India Pvt. Ltd. Transmitting, Disclosing, Copying, distributing these content to other than the intended recipient / users is strictly prohibited. It is the sole discretion of the Management to change, amend the entire policy and/or its clause/s from time to time and/or withdraw the same, without any notice. This policy supersedes all earlier versions if any