AcmeCorp Employee Onboarding Policy

Welcome to AcmeCorp!

This document outlines the onboarding process and basic conduct guidelines for new employees.

1. Orientation

All new hires must attend a mandatory orientation session on their first day. Topics include company values, security policies, and benefits.

2. Security Training

Employees must complete security awareness training within their first 7 days. This includes recognizing phishing attempts, using password managers, and safe browsing practices.

3. Communication Policy

All communication should remain professional and respectful. Personal opinions should be kept off company-wide channels.

4. Device Policy

Only company-approved devices should be used for work. Installing unauthorized software is strictly prohibited.

5. Dress Code

Business casual is the expected dress code unless otherwise specified by your department.

6. Support

For any onboarding issues, contact HR at hr@acmecorp.com.

Thank you for joining AcmeCorp - we're glad to have you on board!