

## Employee Onboarding Program

Human Resources Function

Venue: KBZ Learning Academy

Date: 27<sup>th</sup> January 2023

Time	Topics	Descriptions	Presenter
9:00 - 9:30 am	Welcome to KBZ Bank	<ul style="list-style-type: none"> <li>• Program Introduction</li> <li>• Ice Breaker Activity</li> <li>• About KBZ, Vision, Mission and Core Values</li> </ul>	TA Team
9:30 - 10:00 am	KBZ Bank Structure	<ul style="list-style-type: none"> <li>• KBZ Bank New Structure</li> </ul>	Lei Yi Mon
10:00 – 10:30 am	Compliance with COC	<ul style="list-style-type: none"> <li>• What is COC</li> <li>• Compliance and Flow Chart</li> </ul>	Win Pa Pa Thein
Tea Break			
11:00 - 11:40 am	KBZ Bank Policies	<ul style="list-style-type: none"> <li>• Anti-Harassment and Non-Discrimination Policy</li> <li>• Equal Employment Opportunity Policy</li> <li>• Diversity and Inclusion Policy</li> </ul>	Win Pa Pa Thein
11:40 - 12:00 pm	Team Challenges and Smart HR	<ul style="list-style-type: none"> <li>• What is Team Challenges and Criteria of Eligibility</li> <li>• How to use Smart HR App</li> </ul>	Hnin Nu Win
Lunch Break			
1:00 - 1:30 pm	Employee's Benefits	<ul style="list-style-type: none"> <li>• Social Security, Income Tax, Leaves and other benefits</li> <li>• Marriage Gift Benefit</li> </ul>	Saw Soung Thein
1:30 - 2:00 pm	Health Care	<ul style="list-style-type: none"> <li>• Health Care for Employees and Family Members</li> </ul>	Saw Soung Thein
2:00 – 3:00 pm	L&D Walkthrough	<ul style="list-style-type: none"> <li>• About L&amp;D</li> <li>• Know Your Business</li> </ul>	Pyae Phyo Han
Tea Break			
3:15 - 3:30 pm	Wrap up	<ul style="list-style-type: none"> <li>• Q&amp;A Session</li> <li>• Closing and Saying Thanks</li> </ul>	TA Team

**ONLY for Hiring Manager**

Time	Topics	Descriptions	Presenter
3:30 - 5:00 pm	Hiring Manager Onboarding Program	<ul style="list-style-type: none"><li>• KBZ Bank Recruitment Process and Interview Guidelines</li></ul>	TA Team