



NEW EMPLOYEE ORIENTATION

COMPANY LOGO/NAME





COMPANY OVERVIEW



COMPANY HISTORY

- Add text



ORGANIZATIONAL CHART

- Company hierarchy
- Introduce Senior Leadership team

COMPANY DETAILS (BRAND AWARENESS, COMPANY CULTURE)

- Add text



COMPANY MISSION, VISION, VALUES

- Employee value proposition

COMPANY PROGRAMS, INITIATIVES

- Add text

COMPANY PERKS & BENEFITS

What's in it for me?

- Add text

POLICIES

Overview of Policies

- Respect in the Workplace
- Email/Internet use
- Social Media
- Paid Holidays
- Payroll
- Personal/sick days/leave of absence
- Hours of work
- Performance review process
- Appearance/Grooming/Uniform
- Guests/Visitors



HEALTH & SAFETY

- Add in details such as who to contact if injured at work, and contact details for Security, Building Management etc.



WELCOME TO THE TEAM!