

DEPARTMENT	OEC-HR-008	ISSUE DATE	REVISION #
HR	ON-BOARDING POLICY	2015-04-01	1.0
			PAGES
			1 of 3

PURPOSE

This document outlines the general processes prescribed by the Human Resources Department for new employees on-boarding and orientation. The objective of on-boarding process is to orient new joiners about the mission of organization and the new work environment, to provide and obtain necessary information to enrol new employees in benefits.

SCOPE

This is applicable for all new joining across OEC. As far as possible, new joiners should join in groups. If there is a holiday on any of the said dates, the next working day will be considered for joining.

REFERENCE

HR-Human Resources
HOD-Head of Department

RESPONSIBILITY

HR Department-Documentation
Reporting Manager Responsibility-Department inductions

PROCEDURE / DESCRIPTION OF ACTIVITIES

On the first day of joining, all employees are required to submit the photocopies of the following documents and produce the original certificate for verification.

1. Birth Certificate
2. Education Certificates
3. Prior Experience Certificate/s
4. Last Salary Slips (3 months)
5. Relieving Certificate from previous employer
6. Four passport size photographs
7. Copies of Passport, PAN Card, Voter's ID, Aadhar Card & Ration Card

Seating Arrangement:

Reporting Manager will help with the seating arrangement on the day of joining.

ID Cards

DEPARTMENT		ISSUE DATE	REVISION #
HR	OEC-HR-008	2015-04-01	1.0
	ON-BOARDING POLICY		PAGES 2 of 3

HR shall initiate the ID card process for new joinee and shall be issued within 7 working days from the date of joining. Temporary ID card shall be handed over to new joinees on the day of joining itself.

Further HR will initiate for an email id may be created for people who will be required to use computers.

Laptop /Computer /Data Card/Phone:

These will be handed over to them on the 2nd day of their joining by admin/IT as applicable (**Only when applicable to certain joinees**)

Induction:

- All new joinees will undergo 1-day Common Induction program.
- Induction program is common for all. It facilitates and enhances transition into the new role and the company.
- There may be role / department specific training as applicable; that are required to be completed after the Induction program.

The Induction program shall comprise of:

- Company Orientation
- Familiarisation with Employees' Handbook
- Code of Conduct
- Office Etiquette, Working hours, other key HR policies etc.
- Occupational Health & Safety

HR will organize for the Orientation program; various stakeholders will be invited to share information / best practices of their respective departments.

Appointment Letter

Appointment letter shall be issued with 7 working days after all the necessary documents are submitted.

Salary Account / Reimbursement Account

For new joinees HR shall complete salary account opening formalities after processing the first salary and complete all formalities with bank to open salary bank account within 20 days. From 2nd month onward new joinees salaries will be credited in bank account only.

DEPARTMENT		ISSUE DATE	REVISION #
HR	OEC-HR-008	2015-04-01	1.0
	ON-BOARDING POLICY		PAGES 3 of 3

Background Verification / Reference Check if applicable

HR Conducts Pre-employment reference checks / background verification for all new joiners (in house or through Third party).

- Residential address, verify with originals document
- Education certificates, verify with originals document
- Previous employment check, if experienced, must check from last two employer
- Police verification, if required

If the background verification / reference check is negative the candidate employment shall be terminated. Applicants who falsify their applications will be documented as ineligible for hire and will not be eligible for future consideration for employment at OEC.

Mentor Allocation:

On the day of joining, each new joiner will be attached to a mentor who will be an existing, experienced and positive-minded employee, capable of addressing any queries, sharing company's best practices, introducing to people with whom they are required to interact and to help/advise them if they meet with any difficulties.

Effective Date:

This policy will be effective from 1st April 2015.

Violation:

The company expects total compliance of this policy. Violation, if any, will be viewed seriously and may invite appropriate action.

Policy Owner:

HR would be responsible for maintaining and carrying out subsequent modifications.

Revision of Policy:

Management reserves the right to revise this policy at any time and in any manner without notice. Any change or revision will be available with the Management and will be communicated appropriately.