



ON BOARDING POLICY

OBJECTIVE

Onboarding helps new employees have a successful and positive transition to their new workplace.

SCOPE

Policy covers to all the Employees of VBHC

POLICY

- Accommodating: Getting the new employee the IT resources and induction within the departments
- Assimilating: Helping the employee understand and navigate the culture of the organization
- Accelerating: Minimizing the time before new employees are productive members of their workgroup

PROCEDURE

Joining Formalities from HR

At the time of joining, the candidate must submit the photocopy of the following documents:

Sl. No.	Description
1	Final mark sheet of Diploma/Bachelor's Degree/Master's degree program/Others
2	Form 16 or Tax Computation sheet /Salary Certificate/Latest Salary slip
3	Experience cum Relieving Letter/Service Certificate
4	Passport/ Driver's license/ Voter-id Card
5	Aadhar Card
5	PAN Card
6	3 passport size photographs



Joining Formalities

Joining formalities shall be made by HR to the new joiner which includes the Basic Information Specifying the rules and regulations of the Company.

- Joining Report
- I-Card cum Access Card Form (Annexure)
- PF Nomination Form (Annexure)
- Gratuity Nomination Form (Annexure)
- Family Mediclaim Form (Annexure)
- Bank Account opening Form
- Investment Declaration Form

On receiving intimation of joining of new employee from the HR Team will initiate process of making the following arrangements for the new joiner.

- Seating arrangement
- Personal Computer/Laptop and Email ID
- Data card if required
- Office Stationary
- I-card and Access card

Induction

- Induction Program of 1 day shall be organized within one week of new hire joining.
- It shall be mandatory for new hire to attend Induction Program.
- Induction Inputs provided to the New Hires shall be:
 - About the Company (Company Profile)
 - Vision and Mission & Values
 - Achievements & History of the Company
 - Organization structure
 - HR Policies and Procedure (Employee Handbook)
 - One-time Declarations
 - Departmental Introduction by each HOD
 - Technical Training

Induction Procedure

- The Inputs during Induction shall be provided through discussions and sharing of experiences.
- Interface with cross functional team members.
- Heads of concerned Departments shall chalk out their own Departmental Induction Program



- One HR personnel from HR department shall accompany the New Joiner while Orientation program
- Technical Training imparted to the new joiner on HRMS

Employee Buddy Program

- To welcome the new employee and provide him with a single point-of-contact within the team for addressing queries such as facilities, company policies, stationery, general practices etc.
- To ensure the new employee is provided with the necessary work-related guidelines, job description to support him in the job role.
- Familiarize the new employee with the organizational culture & team / department practices.
- Reduce the initial hesitation and uncertainty faced by the new employee and assist him / her in the initial settling in period.
- HOD / Immediate Supervisor may claim up Rs. 400/- per person (for all parties present during lunch within the department) as a new hire buddy program under entertainment allowance.