



Employee Onboarding Policy

1. Purpose

The purpose of this policy is to ensure a smooth, structured, and compliant onboarding process for all newly hired employees. The onboarding process helps employees understand company expectations, workplace rules, safety requirements, and organizational culture.

2. Scope

This policy applies to all permanent, temporary, trainee, apprentice, probationary, and contract employees joining the organization.

3. Objectives

- Ensure legal and organizational compliance during employee onboarding.
- Provide employees with a clear understanding of company policies and procedures.
- Support employees in adapting to their roles and workplace culture.
- Improve employee engagement, productivity, and retention.

4. Responsibilities

HR Department

- Issue offer letters and appointment letters.
- Collect and verify required employee documents.
- Conduct induction and orientation programs.
- Explain company policies, employee benefits, and workplace rules.
- Maintain employee records confidentially.

Reporting Manager

- Introduce department functions and job responsibilities.
- Provide role-specific guidance and training.
- Monitor employee performance during probation.

Employee

- Submit accurate documents and information.
- Attend all onboarding and mandatory training sessions.
- Follow company rules, policies, and procedures.

5. Onboarding Process

Pre-Joining

- Issue Offer Letter and Appointment Letter.
- Share joining instructions and list of required documents.
- Arrange workstation, email ID, ID card, and system access.

Joining Day

- Completion of joining formalities and documentation.
- Verification of employee documents.
- Introduction to management, department, and workplace.
- Explanation of company policies and code of conduct.
- Health, Safety & Environment (HSE) induction.
- Factory/site tour where applicable.



Orientation & Training

Employees shall receive orientation and training on:

- Company overview and organizational structure
- HR policies and procedures
- Attendance, leave, and working hours
- Employee code of conduct
- Anti-harassment and grievance mechanisms
- Health & Safety practices
- Emergency response procedures
- Information security and confidentiality requirements

6. Joining Documentation & Employee Records

At the time of joining, all employees shall receive an Appointment Letter issued by the Company outlining the terms and conditions of employment.

The Company shall issue salary payslips to employees every month in physical or electronic format as per applicable practices and legal requirements.

For foreign workers, the Company shall provide Appointment Letters, payslips, and other employment-related communications in English or in a language understood by the employee to ensure clear understanding of employment terms and conditions.

Employees may be required to submit original documents for verification during the onboarding process. After verification, all original certificates, educational documents, and personal identification documents shall be returned to the employee. The Company shall not retain any employee's original personal documents unless required under applicable law.

7. Probation & Confirmation

Employees may undergo a probation period as specified in the appointment letter. Performance and conduct shall be reviewed during the probation period. Confirmation of employment will be based on satisfactory performance, attendance, and compliance with company policies.

8. Equal Opportunity

The organization provides equal employment opportunities without discrimination based on gender, religion, caste, age, disability, or any other status protected under applicable Indian laws.

9. Confidentiality

All employee information collected during onboarding shall be maintained confidentially and used only for official business purposes..

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