

# Standard Operating Procedure (SOP)

## New Hire Orientation and Introduction to Company Culture

This SOP describes the process of **new hire orientation and introduction to company culture**, covering the initial onboarding steps, company mission and values presentation, workplace policies overview, role expectations, team introductions, and integration activities. The goal is to ensure new employees feel welcomed, informed, and aligned with the organizational culture to promote engagement and productivity from their first day.

### 1. Purpose

To provide a structured process for orienting new hires and integrating them into the company culture, ensuring familiarity with workplace expectations and facilitating a smooth transition into their roles.

### 2. Scope

This procedure applies to all new employees joining the company, regardless of position or department.

### 3. Responsibilities

- **HR Department:** Coordinate orientation logistics, facilitate company culture presentations, and provide policy documentation.
- **Hiring Manager:** Introduce the new hire to the team, clarify role expectations, and assign onboarding tasks.
- **IT Department:** Set up systems access and provide necessary equipment.
- **Mentor/Buddy:** Support cultural integration and answer day-to-day questions.
- **New Hire:** Participate actively in orientation activities and familiarize themselves with provided materials.

### 4. Procedure

Step	Description	Responsible Party
1. Pre-arrival Preparation	HR sends welcome packet, onboarding schedule, and required documents. IT prepares workstation and accesses.	HR, IT
2. First Day Welcome	Welcome meeting with HR, company overview, mission/values presentation, and office tour.	HR
3. Workplace Policies & Guidelines	Review employee handbook, code of conduct, attendance, and security procedures.	HR
4. Role & Expectations	Hiring manager discusses job responsibilities, performance expectations, and team objectives.	Hiring Manager
5. Team Introduction	Introduce new hire to team members and assign a mentor/buddy for support.	Hiring Manager
6. Integration Activities	Schedule participation in team meetings, lunch with colleagues, and culture workshops.	HR, Mentor/Buddy
7. Follow-Up	Conduct check-ins at week 1 and month 1 to address concerns and collect feedback.	HR, Hiring Manager

### 5. Documentation

- Signed employee handbook acknowledgment
- Completed onboarding checklist
- Feedback forms from orientation sessions

### 6. References

- Company Mission & Values Statement
- Employee Handbook
- Onboarding Checklists

## 7. Revision History

Version	Date	Changes	Approved By
1.0	2024-06-05	Initial SOP creation	HR Director