

Standard Operating Procedure (SOP): Facility Tour, Key Contacts Introduction, and Team Integration

This SOP details the **tour of facility**, introduction to key contacts, and team integration activities. It aims to familiarize new employees or visitors with the physical layout of the facility, ensure they know essential personnel for assistance and communication, and facilitate smooth integration into the team through structured engagement activities. This process promotes safety, effective collaboration, and a welcoming work environment.

1. Purpose

To outline the process for orienting new employees or visitors via a facility tour, introduction to key contacts, and participation in team integration activities.

2. Scope

This SOP applies to all new employees, interns, or visitors requiring orientation at [Facility Name].

3. Responsibilities

- **HR/Onboarding Coordinator:** Schedule and facilitate orientation activities.
- **Department Managers/Supervisors:** Introduce departmental areas and key personnel.
- **Team Members:** Participate in integration activities and provide a welcoming environment.

4. Procedure

4.1 Facility Tour

1. Welcome the new member/visitor at the main reception or designated entry point.
2. Provide a brief overview of the facility, its mission, and core functions.
3. Lead a guided tour covering:
 - Emergency exits and evacuation routes
 - First aid stations
 - Restrooms and common areas
 - Departmental workspaces
 - Break rooms and cafeteria (if applicable)
 - Security and restricted access areas
4. Supply facility maps or orientation materials as appropriate.

4.2 Introduction to Key Contacts

1. Introduce the new member/visitor to key personnel, including:
 - Department Supervisor/Manager
 - Team Lead(s)
 - HR/Onboarding Coordinator
 - IT Support
 - Health & Safety Officer
 - Any other role-specific contacts
2. Explain each contact's role and how to reach them for support.
3. Provide an organizational chart or contact directory.

4.3 Team Integration Activities

1. Arrange a team meet-and-greet, such as a welcome coffee or lunch.
2. Assign a mentor or buddy for initial guidance and support.
3. Facilitate participation in an icebreaker or team-building activity.
4. Share team routines, work practices, and communication norms.
5. Encourage open questions and feedback from the new member/visitor.

5. Documentation

- Record attendance of orientation activities on the onboarding checklist.
- File copies of facility maps, contact directories, and activity feedback as appropriate.

6. Review

This SOP will be reviewed annually by the HR department or as needed following facility changes or feedback from new members.

Prepared by: [Name/Position]

Effective Date: [Date]

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