



Monarchs New Hire Policy

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Policy Brief & Purpose

Our **New Hire policy** refers to our efforts to help new employees settle in their new job. We will provide new hires with necessary information about their new job and our company, as well as facilitate a rising feeling of comfort around an unknown workplace.

Scope

This policy applies to all employees who were recently received and accepted an offer of employment from us.

Policy Elements

Our onboarding efforts will aim to:

- Make new hires feel welcome.
- Help new hires get to know their team.
- Provide useful information about their position.
- Inform our new hire about company principles, new employee orientation, mission and procedures.

Actions

We have implemented steps to meet our onboarding goals. Some of those steps refer to the period before our new hire's first day and some refer to their first months on the job.

- The first 90 days of continuous employment at Monarchs are considered an onboarding period (formerly Trial Period). During this time you will learn your responsibilities, get acquainted with fellow employees, and determine whether or not you are happy with your position at Monarchs. Your supervisor will closely monitor your performance.

Before a new hire starts work

HR should:

- Announce our new employee's start date and basic personal information to other staff of the department (especially their new team.)
- Enter our new employee's information in our company database (Class Manager) and set them up with what they need to do their job.
- Create an onboarding program with specific activities, timelines, participants and documentation.
- Prepare our new hire's workspace with all equipment and material necessary.
- Send our new hire to our employee website and onboarding portal.

After our new hire starts work

The day our new hire starts working with us

On our new hire's first day, HR and our new hire's manager should:

- Welcome new hires in an organized manner. Everyone involved (reception, manager, co-workers) must be prepared for our new employee's arrival.
- Show new hires around and help them familiarize themselves with their surroundings.
- Introduce new hires to colleagues and upper management when applicable.
- Present important documents to review (Employee Handbook, etc.).
- Give short presentations so our employee can become familiar with our mission, procedures, values and policies.

Our new hire's first week on the job

The first few days our new hire spends in our company are important to help them settle in. So, we advise their manager to:

- Assist our new hire in building a communication network (who to contact for what, who to report to etc.)
- Ease employees into their new position by assigning simple but meaningful work from the start. Our employee should not have to deal with urgent work or duties not involved in their job description during their first days.
- Arrange for our new hire to shadow colleagues during their work so they can get hands-on experience on how things are done.
- Schedule lunch or breaks so our new hire can socialize.
- Assign a mentor when applicable.

We want our new employee to feel respected and valued early on. Our new hires' supervisor can implement onboarding activities that aren't included in this policy. We encourage collective activities since they help new hires feel part of a team.

New recruits may need more than a few days to fully grasp their responsibilities and learn to be productive in their new workplace. Onboarding may go on until the employees feel sure that they can function on their own.

Upon completion of the onboarding period, Monarchs will review your performance. If Monarchs finds your performance satisfactory and decides to continue your employment, it will advise you of any improvements expected from you. At that time, you may express suggestions to improve Monarchs' efficiency and operations. Completion of the trial period does not entitle you to remain employed by Monarchs for any definite period of time, but rather allows both you and Monarchs to evaluate whether or not you are right for the position. After completion of the onboarding period, eligible employees will receive the benefits described in this handbook.