

Global Onboarding Guidelines & Policies

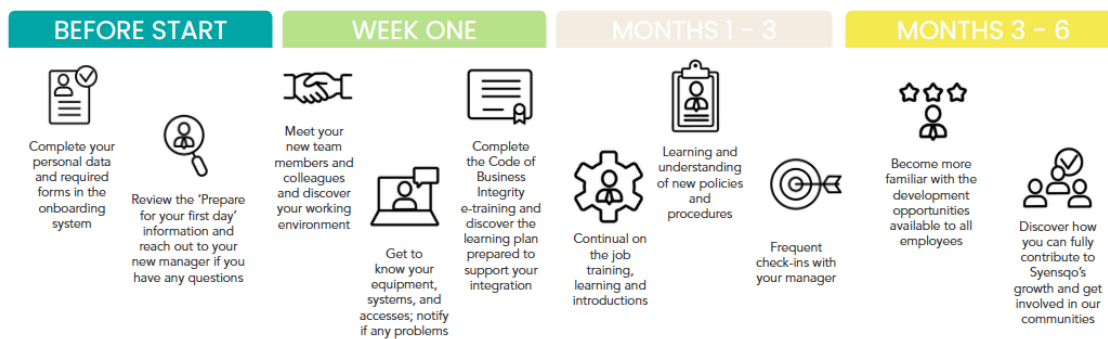
Global Onboarding Guidelines & Policies

GLOBAL INFORMATION FOR YOUR ONBOARDING

elcome to Syensqo!

On this page, you can find useful resources for your first weeks and months with Syensqo.

What to expect as you begin YOUR SYENSQO ONBOARDING JOURNEY



ONBOARDING HAS JUST STARTED

The onboarding support kit will help you over the first 30 days at Syensqo and beyond. Learn how to align yourself with the company values and with the entity you are working for, while also learning how to navigate the Syensqo universe.

Follow the weekly steps for a smooth onboarding process.

Get to know our platforms and tools

- [Syensqo One Intranet](#)
- [My HR Services](#)
- [HR Wiki](#)
- [Service ONE](#)
- [Collaboration tools tutorials](#)

At the end of the first week, you should:

- Check if you have any issue with your equipment or the tools. In case you do, please submit a ticket via [Service One](#) or contact your [local IT](#).
- Review your MY HR Services profile and check if you have any questions regarding HR or Payroll. If needed, submit a [Service One](#) ticket
- Contact your assigned buddy with any questions
- Ensure you have no questions regarding Facility and HSE related requests. Contact your local Facility or HSE resource or [Service One](#) for any query you may have.

By the end of the first week, you should have explored the Global Onboarding Guideline and Policies and started to complete all the auto-pushed mandatory training modules, while also exploring more online offers available in [You Grow](#), our Learning Management System.

Complete the trainings and certifications as soon as possible:

- [CoBI](#)
- [Antitrust CCTS](#)
- [eSecurity Certificate Internals | Externals](#)
- [Syensqo Confidentiality Training Internals | Externals](#)
- [Speak-Up Hotline & Booklet](#)

Discuss with your Manager the business priorities and expectations for setting goals. Review with them the Check-in & Snapshot processes.

Remember to consider the following questions:

- Have I started interacting with people outside of my entity?
- Am I maintaining a solid connection with my manager, colleagues and buddy? Are you sharing with them your learning & experiences?
- How am I feeling about the new role I am responsible for?

end of the first month, you are expected to:

- Schedule a meeting with your manager to talk about your 1 month onboarding experience
- Leverage, optimise and continue to build on the network that you were able to connect
- Schedule a call with your buddy on how you both wish to wrap up
- Make a difference by contributing to Syensqo's [Sustainability](#) Mission.
- Participate in making Syensqo inclusive through our Fair & Inclusive Culture ([One Dignity](#)) Goals
- Explore and participate in Syensqo's different [Employee Resource Groups \(ERGs\) & Catalysts Groups](#) worldwide
- Know that Syensqo cares about your [well-being](#) and has available resources for you explore and access

refer back to this page for any question you might have regarding your onboarding process.

inished, you can find more information about your path at Syensqo [here](#)

ITAL TECHNOLOGY

your equipment and necessary accesses ready and working is crucial to get onboarded quickly. If your IT onboarding did not happen as expected, contact the [Service Desk](#) and communicate the onboarding ticket number (created by your manager) to them.

CODE OF BUSINESS INTEGRITY

Code of Business Integrity is the foundation for how we operate as a Group. It applies to every Syensqo employee wherever Syensqo operates or conducts its business, and to all third parties acting on Syensqo's behalf.

Syensqo Code of Business Integrity is based on a strong tradition of values that are historically rooted in our Group culture.

[CLICK HERE TO ACCESS THE CODE OF BUSINESS INTEGRITY](#)

mandatory for you to do the following in your first week:

- [Take the Code of Business Integrity Course on YOUGrow, our Learning Management System](#)
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HOW MORE ABOUT SYENSQO

To initiate your journey with us, it's important for you to get to know Syensqo. Here you have easy access to useful global information to get started:

- [Our Program](#)
 - [Our Strategy](#)
 - [About us](#)
 - [Our Solutions by Markets](#)
 - **Safety is our priority:**
 - [Syensqo Life Saving Rules](#)
 - [Creating Safety](#)
 - [IndustriALL Global Union Agreement](#)
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EMPLOYEE PRIVACY NOTICE

Personal Data Protection

As a recently joined Syensqo, welcome! Collecting and processing your personal data, Syensqo must provide you with clear information on the use of your data and on the exercise of your rights.

To read our Employee Privacy notice to learn more about the purpose of data collection and how you can control it.

As is the current employee privacy notice, please select your country:

- [Belgium - DE - FR - NL](#)
- [Croatia](#)
- [Czech Republic](#)
- [France](#)
- [Germany](#)
- [Great Britain](#)
- [Italy](#)
- [Luxembourg DE - FR](#)
- [Netherlands](#)
- [Poland](#)

- [Portugal](#)
- [Romania](#)
- [Spain](#)
- [Specific Regulations \(APAC, Brazil, China\)](#)

▸ *generic Employee Notice in English, please click [here](#)*

formation above concerns all global information, processes and tools. If you have any country or site specific questions, check out the [re onboarding section](#) or contact your Manager.

▸ I have any feedback on how we can improve this page for you? Please click on this [feedback link](#).

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Starting Material

- [Buddy Program Guidelines](#)
- [My HR Services & Employee profile](#)
- [Onboarding Self-Support Kit](#)

Policies & Practices

- [Syensqo 7 Key Security Rules](#)
- [Diversity, Equity & Inclusion](#)
- [Mobile Working \(Global & Regional\)](#)
- [My Fixed Compensation & Annual Salary Review](#)
- [My Variable Compensation](#)
- [Global Company Car Program](#)
- [Speak-Up Booklet, Hotline, Video & Poster](#)

HR Wiki Articles

- [Country and Site Benefit Plans & Programs](#)
- [Country and Site Employee Policies & Forms](#)
- [Employee Referral Program & Guidelines](#)

