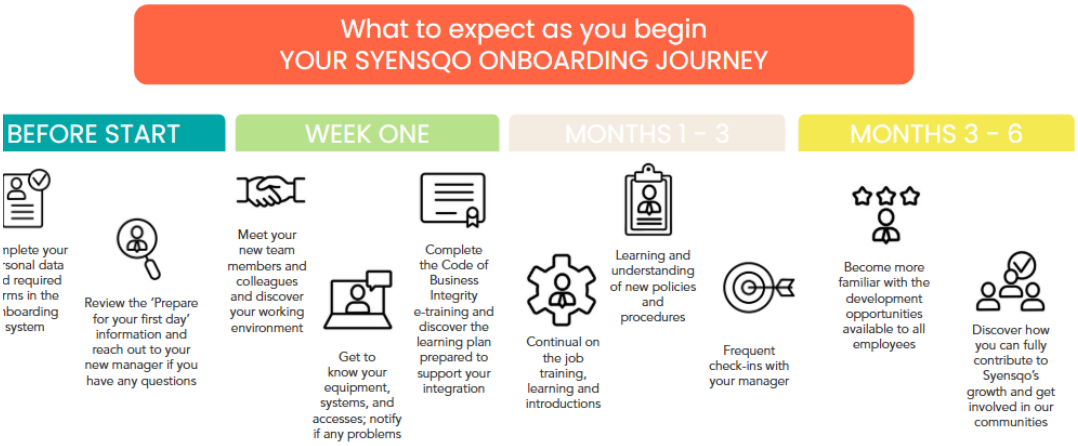
NW Onboarding

boarding Guidelines & Policies
Ways of Working (SWOW) -Workplace Experience
Purpose
One Dignity
ctions
Privacy Notice -Personal Data Protection (GDPR)

ormation for Your Onboarding
arted
n Technology
usiness Integrity
e About Syensqo
Privacy Notice
ks

go!

n find useful resources for your first weeks and months with Syensqo.



t 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 , while also learning how to navigate the Syensqo universe.

eekly steps for a smooth onboarding process.

tforms and tools

ntranet
rvices

st week, you should:

ou have any issue with your equipment or the tools. In case you do, please submit a ticket via **SyRa** or contact your **local IT**.

ur MY HR Services profile and check if you have any questions regarding HR or Payroll. If needed, submit a **SyRa** ticket
ur assigned buddy with any questions
u have no questions regarding Facility and HSE related requests. Contact your local Facility or HSE resource or **SyRa** for any query
ave.

uld have explored the Global Onboarding Guideline and Policies and started to complete all the auto-pushed mandatory training
o exploring more online offers available in **You Grow**, our Learning Management System.

e trainings and certifications as soon as possible:

CCTS
Certificate Internals | Externals
Confidentiality Training Internals | Externals
Hotline & Booklet

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

ler the following questions:

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

st month, you are expected to:

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

o this page for any question you might have regarding your onboarding process.

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

Code of Business Integrity Training and Annual Certification

of Business Integrity (CoBI) is the foundation of how we operate, reflecting our Group's strong values and culture. It applies to all
s worldwide, as well as third parties acting on Syensqo's behalf.

pliance Campaign 2021, all employees are required to complete the CoBI Training and the new Annual Acknowledgment and
pliance. The training, available in 17 languages, consists of a course and a quiz, and focuses on current strategic topics. It takes
inutes to complete and can be accessed here.

the training and the annual certification is mandatory for all employees and must be done within 30 days of notification (scheduled for
n-compliance will be reported to upper management and may have further consequences. During the certification process, employees
firm that they have completed the training, are aligned with Syensqo's ethical standards, and to report any known non-compliance

s, it is mandatory to complete the Code of Business Integrity Course on YOUGrow within your first week.

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:

ram
egy

ions by Markets
our priority:
yensqo Life Saving Rules
reating Safety
LL Global Union Agreement

tection

ed Syensqo, welcome! Collecting and processing your personal data, Syensqo must provide you with clear information on the use of
e exercise of your rights.

ployee Privacy notice to learn more about the purpose of data collection and how you can control it.

nt employee privacy notice, please select your country:

DE - FR - NL

pulic

:ain

urg DE - FR
ıds

Regulations (APAC, Brazil, China)

*ployee Notice in English, please click **here***

al	• **Buddy Program Guidelines** • **My HR Services & Employee profile** • **Onboarding Self-Support Kit**
Practices	• **Diversity, Equity & Inclusion** • **Mobile Working (Global & Regional)** • **My Fixed Compensation & Annual Salary Review** • **My Variable Compensation** • **Global Company Car Program** • **Speak-Up Booklet & Hotline**
icles	• **Country and Site Employee Policies, Forms, Benefits & FAQs** • **Employee Referral Program & Guidelines**

lace On Site
: this Matter?
› as an Employee?

ıent impacts the way we interact with others. Discover how Solvay Ways of Working (SWOW) boost collaboration, exposure and
its your needs to deliver at your best: alone, as a team or in project mode.
ɜ living in an open, flexible environment can help each employee to develop “at their best”. “How can the lack of an assigned place
ou might think.

ı workplace where you are empowered to organize your daily activities according to your preferences or your mood, the nature of your
ocus, with complete flexibility on where to settle, in dedicated areas, with diverse configurations, including Mobile & Hybrid working and
ı. Get close to your colleagues, your internal clients, your project teammates, being exposed to other Entities or leaders.
ew approach, forget past experiences. Start discovering the SWOW Guiding Principles via this **link**. Explore the complete SWOW **Wiki**

Purpose as Individuals & as a Team
Purpose Book
am

ment Matters

ation to all of you, as Syensqo employees, to find extra meaning to your work and act accordingly with our Core Beliefs. Our common
t Our Best behaviors that will enable us to unleash our full potential as one Group. This starts with the ‘self’ in connection to your team.

yensqo's Wiki space, you may need to link your Google Drive in order to see embedded documents.

ons **here.**
by having the best technologies. We will win because we have the most inspired people.” - Zephyr listening session

Click here to read more

in One Dignity

ment Matters

man dignity, which is why we commit to ensuring equal opportunities for individuals from all backgrounds. This commitment is core to
d Inclusion (DEI) within our Group. But there is still a lot of work to be done and you and your Team are the first place to show the way!

e Difference Through Societal Actions
Sustainability Mission

ment Matters

sustainable shared value for all" aims at putting our expertise and energy at the service of our planet and society at large. What are the impact the direct communities and environment?
esponse to climate change, resource scarcity and creating a better life.

rning Program

: **Climate**
: **Nature**
: **Sustainable Business Solutions**
: **Social aspects of Sustainability**

ata!

ed about the use of your data, what's the point?

ide you with clear information on the use of your data and on the exercise of your rights.

dered ...
does Syensqo collect different data about you?
have over your personal data?

please select your country:

DE - FR - NL

pulic

ain

urg DE - FR
ds

Regulations (APAC, Brazil, China)

*ployee Notice in English, please click **here***

isualizer
g a New Syensqo Employee
g a New Contingent Worker (External/Temporary/Consultant)
g a Contingent Worker to an Employee
g an Existing Syensqo Employee to your Team

n

ks

cess is launched once an offer is accepted. Your new employee will be hired in the HR system to the position that you created at the g process.

e steps to ensure your new joiner is set up for success from Day One. **A minimum of 15 business days is required from the rding is launched and the start date, to ensure a successful onboarding.**

nnect and begin bonding with your new employee BEFORE Day One

ıe to be redirected to My HR Services; then select "Onboarding" from the Home drop down menu]

ıg Dashboard in My HR Services to utilize your digital New Hire Checklist to remain organized and perform additional tasks in the tool
w joiner's experience, such as:

ı Personal Message

ı a Buddy

ıg New joiner to their future network

ending Useful Links

useful information for New Joiner's First Day

***can be requested, however CANNOT be finalized until the new hire has completed his/her personal information AND rding tasks** in the onboarding portal; please follow up with your new employee to ensure they have completed their required s at least **7 business days prior to their start.** You can view their status in your Onboarding Dashboard.*

D
P!

CLICK for **User Guide**:

llow up an onboarding process in My HR Services - User Guide
se the checklist in My HR Services to prepare the new joiner start- User Guide
ersonalize the new joiner's experience with the onboarding tasks in My HR Services - User Guide

ındard IT Equipment and Syensqo Access

as possible, but no later than ONE (1) WEEK before start date. After submission of the service request, Service Desk will es within 5 business days.

IT Onboarding Request
On/Off Boarding

ıe above to be redirected to SyRa]

arding ticket will provide based on request:

ıebook delivery
ectory
ıccess

ccess to Facility
Google Workspace, YouGrow and Org Charts, Syensqo One and Syra
Day 5, if requested)

ıow possible to request access to the following applications:
:ore CRM
:are CRM
)ynasys DP
'ICASO

ecific Applications (non-SAP) and/or Shared Folder Access

Application Access Request (Generic)
Access & Applications

Shared folders on servers
Shared folders on servers

ıes above to be redirected to SyRa]

:atalog for any additional requests based on position and needs.

D
P!

CLICK for **User Guide**

' on your new hire's first day. Review their pre-prepared agenda with them for their eks

ɛ or all of the consolidated materials in this Fundamentals document to share content with your new joiner.
ur assigned buddy or other team members to help with onboarding.
ɛnt check-ins to measure engagement and answer questions.

Your new hire will have access to an onboarding portal before their first day of work where they will complete their paperwork activities digitally and have access to information about the Group in one place!

To know more about their digital onboarding experience and how your manager tasks can make a difference, have a look at the **new joiner experience**.

ment you need to cancel the Onboarding process, please submit a ticket

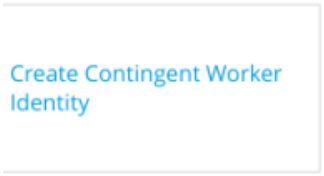
'kplace Video Guide	
ss guidelines	• **Onboarding Visual Guide for Managers** • **Onboarding Guidelines for Managers**
	• **Organizational Announcement Guidelines** • **Buddy Program Guidelines** • **Fundamentals to onboard your new team member** • **France Sites - View clothing size information in My HR Services**
nglish	• **How to submit an IT Onboarding service request?** • **How long does it take to receive hardware?** • **Onboarding Best Practices for Managers** • **What is the Manager Onboarding experience?** • **What is the New Hire Onboarding experience?**

rench	• **Tableau de bord dintégration dans My HR Services** • **Faire la demande IT pour l'onboarding d'un nouveau collaborateur** • **Intégrer un nouveau membre de léquipe** • **Comment préparer au mieux le premier jour du nouveau salarié** • **Accéder au HR Wiki**

pecific Applications (non-SAP) and/or Shared ...
ks

ingent Worker Identity - SyRa

mpleted at a minimum six (6) business days prior to the start date of the contingent worker.



e above to be redirected to the SyRa ticket]

ible to ask for standart access in this service request. You only need to submit the "**IT access onboarding service request**" if you are e than these services:

ccount
count
ccess
oken

D
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CLICK for **User Guide**

ndard IT Equipment and Syensqo Access

as possible, but no later than ONE (1) Week before start date. After submission of the service request, Service Desk will es within 5 business days.

e to be redirected to the ticket in SyRa]

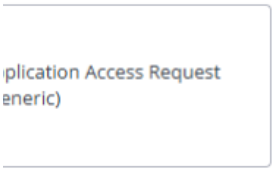
arding ticket will provide based on request:

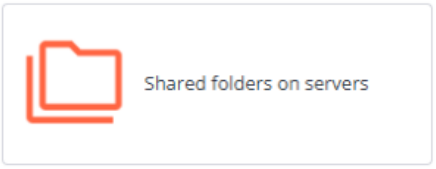
iebook delivery
ectory
ccess

cess to Facility
Google Workspace, YouGrow and Org Charts, Syensqo One and Syra/Digital Workplace
ay 5, if requested)

ow possible to request access to the following applications:

:ore CRM
:are CRM
)ynasys DP
'ICASO





e to be redirected to the ticket in Syra]

:atalog for any additional requests based on position and needs.

D
P!

CLICK for **User Guide**

as the contingent worker contract is in place, you will be asked to revalidate the access of your external worker, and will receive
il. The recertification process will allow you to extend accesses for a maximum renewable period.

ng Guidelines for Managers

eate a Position and Job Requisition
epare, connect and begin bonding with yo...
equest Update to IT Access
ks

need to follow the standard recruitment process. Firstly, you need to **create a position** in the Position Org Chart and then **post a job**

)cess will be launched after the contingent worker has applied to the requisition and accepted an offer.

e to go to My HR Services; then select "Onboarding" from the Home drop down menu]

g Dashboard in My HR Services to utilize your digital New Hire Checklist to remain organized and perform additional tasks in the tool to
joiner's experience, such as:

Personal Message
a Buddy
g New joiner to their future network
nding Useful Links
useful information for New Joiner's First Day

D
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ıide:

llow up an onboarding process in My HR Services - User Guide
se the checklist in My HR Services to prepare the new joiner start- User Guide
ersonalize the new joiner's experience with the onboarding tasks in My HR Services - User Guide

ı as possible, but no later than ONE (1) week before transfer date. After submission of the service request, Service Desk will es within 5 business days.

Internal Move / Employee status change - IT Equipment & Access Request

ıe to go to the ticket in SyRa]

' Employee status change - IT Request will help you to ensure your contingent worker can start their new role as Syensqo employee : IT equipment and accesses.

:atalog if any NEW applications or equipment are needed for the user.

ntingent worker will have access to an onboarding portal before their first official start date at Syensqo where heir paperwork activities digitally and have access to information about the Group in one place!

ıt their digital onboarding experience and how your manager tasks can make a difference, have a look at the **ence.**

ss guidelines	• **Onboarding Visual Guide for Managers** • **Onboarding Guidelines for Managers**
	• **Organizational Announcement Guidelines** • **Buddy Program Guidelines** • **Fundamentals to onboard your new team member** • **France Sites - View clothing size information in My HR Services**
	• **How to submit an IT Onboarding service request?** • **How long does it take to receive hardware?** • **Onboarding Best Practices for Managers** • **What is the Manager Onboarding experience?** • **What is the New Hire Onboarding experience?**

ın
epare, connect and begin bonding with yo...
equest Update to IT Access
ks

oyee needs to follow the standard recruitment process, starting with the creation of position, the posting of a requisition, and the s will be launched after the internal employee has applied to the requisition and accepted an offer. The internal transfer will be recorded nd the internal employee will be moved to the position that you created at the start of the recruiting process.

e above to go to My HR Services; then select "Onboarding" from the Home drop down menu]

g Dashboard in My HR Services to utilize your digital New Hire Checklist to remain organized and perform additional tasks in the tool to joiner's experience, such as:

a Buddy

g New joiner to their future network

nding Useful Links

useful information for New Joiner's First Day

s team will move the internal employee to the new position, apply any change such as salary, grade level, etc. based on the internal position. **Internal transfers may only be effective on the 1st day of the month (except for the US which follows the US Payroll**

D
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ide:

llow up an onboarding process in My HR Services - User Guide
se the checklist in My HR Services to prepare the new joiner start- User Guide
ersonalize the new joiner's experience with the onboarding tasks in My HR Services - User Guide

as possible, but no later than ONE (1) week before transfer date. After submission of the service request, Service Desk will es within 5 business days.

IT Crossboarding Request
On/Off Boarding

e above to go to the ticket in Syra]

Employee status change - IT Request will help you to ensure your transferring employee can start their new role with all the relevant IT es & services. This request covers:

ransfers (transfers within the same country)
nal Transfers (transfers from one country to another)

atalog if any NEW applications or equipment are needed for the user.

this change, Managers need to confirm if their employee's current accesses are already adjusted to their new job and if the ve already been removed. Please consider all the systems that could have impacts in security, reputation and confidentiality.

ss guidelines	• **Onboarding Visual Guide for Managers** • **Onboarding Guidelines for Managers**
	• **Organizational Announcement Guidelines** • **Buddy Program Guidelines**
	• **What is the Crossboarding Process?** • **Crossboarding Request** • **Introduction to Crossboarding**

n the Employee's Onboarding
action Role in the Onboarding Process
rvices Contracts/Documents Workflow
f Employee Start Date During Onboarding Process
ata Protection Regulation (GDPR)
Ways of Working (SWOW) -Workplace Experience
ks

Moment Matters
ole
ks

first 90 days for new joiners is critical for their seamless integration with our ways of working, purpose and vision. This integration belonging and enables them to get up to speed faster. It also paves the way for creating the right conditions for the newcomer to

ple Engagement Journey, Leaders are now fully in charge of their new team member's onboarding experience - from the moment the e offer until they are fully onboarded in the job, the team and the Group. The collaboration between recruiters, hiring managers, Site tions is crucial to ensure a smooth transition from recruitment to onboarding.

al feature in MY HR Services is available to support leaders in organizing the arrival of their new team members and to welcome and during their onboarding.

yroll, and Site HR users have access to the onboarding dashboard with various roles.

tions takes the lead in hiring the employee after the recruiter confirms an offer acceptance and the candidate completes their g information, forms and documents.
ayroll teams complete & approve hiring information in Employee Central, hrX and Time Management App once they receive the n.
as visibility in the onboarding dashboard to follow up on the status of new joiner's at their site and are responsible for compliance with lation and collection/processing of local forms until the progressive go-lives of country specific onboarding
ollaborates in collecting necessary documentation from new Joiners when **Onboardings are manual** (not through the Employee Central d).

n **HR User Guide** with step by step instructions for My HR Services Onboarding.

*023 onward, the **Home Address** and the corresponding required fields become **mandatory** for **China** Onboardees during Personal*

ogram Guidelines
ng Best Practices for Managers
ional Announcement Guidelines
raction - Guidelines for HR

ovide all of the information required to...
form the candidate on the next steps an...
form the hiring manager on the next ste...

s is to provide all of the information required to initiate the onboarding process before moving the candidate to "offer accepted".

e accurate start date : last updated start date after offer negotiation.

ness days are required between onboarding initiation and start date for a successful onboarding process

rtened up to 10 business days if the manager commits to following up with the new hire to ensure onboarding tasks are completed

te in the onboarding tool is retrieved from information entered during offer approval -> any change in the start date information
after the approval of the offer should be shared as comments when the candidate is moved to the “offer accepted” step.

rnal transfers: start date is always on the 1st of the month.

n

er letter must be managed in the recruiting tool. Required information for onboarding will be inserted based on information provided in
tter. If the offer is managed outside recruiting tool (exceptionally), upload the offer letter manually in the candidate’s file in the tool

all offer information required for onboarding is present in the offer letter. In case of any information missing, add them as comments
ing to offer accepted. **Following information are required for the onboarding process:**

limited duration contract: duration and end date are required)

oiner is a student or a trainee

oming 5 days, candidate will receive an email with login information to access the onboarding platform. In case they don’t receive any
didate can introduce a ticket as explained below

an sometimes arrive in the spam, candidate should check their spam folder

t the importance of completing their onboarding tasks as soon as possible

have 2 tasks to complete in the onboarding portal. After completing the first one, a second one will become available. New hires are
very time a new task is available for them to complete

of question or need for support: candidates can introduce a ticket via **HR support request** form.
ng manager will receive an automatic email notification once onboarding has been initiated

nager can follow up on the onboarding process of their new hire in the onboarding section of **My HR Services**

te should not be changed after onboarding has been initiated, changing the start date can create major complications in the onboarding

nal cases, and under valid circumstances, a change of start date can be requested using the **SyRa Onboarding request**

cal that managers request IT access and equipment using the **Onboarding - IT Equipment & Access** request ASAP and no later than
fore 1st working day (request for their new hire becomes available 24 hrs after onboarding initiation)

of questions or need for support, managers can request support via **SyRa onboarding request.**

anagers can consult the **HR Wiki onboarding information** for support.

ɔn

ıgdom

ıave contracts issued by the People Services team are at the moment:

‹PLORER site)

ɔludes Taiwan site)

ıgdom (excludes Oldburry Site)

ɜsue contracts for grade S23 and above nor External Employees/Contractors.

Internal Moves, Internships are only issued by the team in some countries, select your specific country for details

- XPLORER site only
ɐ employees and cadre up to S22

date sends all documentation needed in Onboarding and it's concluded.
rvices Starts to issue the contract and sends it via DocuSign to the site HR to be signed.
ite receives an e-mail with the contract and signs it inside DocuSign.
HR Site signature, the candidate receives the document via e-mail (personal) and signs it.
gnatures, the HR site, candidate, and People Services receive a copy of the document.
is sent to local payroll teams via ticket, due to legal information in the contract shared by the HR site on the process.

ɐ employees and cadre up to S22

date sends all documentation needed in Onboarding and it's concluded.
ite is informed via e-mail by People Services of the new hiring. It is requested from the Site HR to fill out a **form** with further information
r the contract.
rvices Starts to issue the contract and sends it via DocuSign to the site HR to be signed.
ite receives an e-mail with the contract and signs it inside DocuSign.
HR Site signature, the candidate receives the document via e-mail (personal) and signs it.
gnatures, the HR site, candidate, and People Services receive a copy of the document.

ɐ employees and cadre up to S22

s not part of the scope

date sends all documentation needed in Onboarding and it's concluded.
rvices Starts to issue the contract and sends it in PDF via email to the site HR to be signed.
ite receives an e-mail with the contract and signs it.
day of work, the employee signs the document on-site.
gnatures, the HR site scans the contract and sends it to People Services.
rvices receives and stores the signed contract in the Employee File.

ɐ employees and cadre up to S22
oving to regular employee (this trigger is not automatic, please submit a request **here**)
ıal Hires
ɔe considered as any other employee

date sends all documentation needed in Onboarding and it’s concluded.
ite is informed via e-mail by People Services of the new hiring. It is requested from the Site HR to fill out a **form** with further information
r the contract.
rvices Starts to issue the contract and sends it via DocuSign to the site HR to be signed.
ite receives an e-mail with the contract and signs it inside DocuSign.
HR Site signature, the candidate receives the document via e-mail (personal) and signs it.
gnatures, the HR site, candidate, and People Services receive a copy of the document.

e employees and cadre up to S20
be considered as any otjher employee

excluded from scope

rvices receives the offer accepted case and sends the **form** to the HR Site.
ontract is generated by People Services, downloads it in PDF format, and sends it to the Site HR, with Deputies and Recruiter in CC.
rvices asks to proceed with the onboarding process.
HR receives the contract in PDF and shares it with the employee.
HR replies to the email saying whether or not the contract will be accepted.
onboarding process is concluded People Services creates the contract and sends it to the Site HR.
ceives the contract through DocuSign and signs it.
date receives the contract via e-mail, already signed by Site HR, and signs it, also through DocuSign.
nent is sent to local payroll teams via ticket, due to legal information in the contract shared by the HR site on the process.

e employees and cadre up to S22

Certificate
ndum
Addendum
.etter
oving to regular employee
al Hires

formation regarding Contract Management **here**

ing to a new hire, the contracts are only sent in a 15 days-cycle.

ving to regular employee must always happen on the 1st of the month.

date sends all documentation needed in Onboarding and it’s concluded.
rvices Starts to issue the contract and sends it via DocuSign to the site HR to be signed.
ite receives an e-mail with the contract and signs it inside DocuSign.
HR Site signature, the candidate receives the document via e-mail (personal) and signs it.
gnatures, the HR site, candidate, and People Services receive a copy of the document.

e employees and cadre up to S22
al Hires

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e employees and cadre up to S22

is not part of the scope

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r the contract.
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HR Site signature, the candidate receives the document via e-mail (personal) and signs it.
gnatures, the HR site, candidate, and People Services receive a copy of the document.

or change is required in the middle of the workflow how should I ask for this?

the People Services team through Syra

---

ation, what procedures should I take?

the People Services team through Syra to let the team know the date at which you will leave and return, and also who will be
ling the contracts on your behalf.

---

n will the contract be available for consultation?

be available upon the employee's first day and can be consulted in their respective **employee file**.

---

he contract stay available in DocuSign?

be available for 15 days. If it is not signed by both parties during that period, a new one will have to be issued.

Documents in DocuSign?

we created for you **Here**

when the start date of an employee chan...

as accepted an offer and starts the onboarding process, it happens that the hiring start date is changing. The manager shares this
ally with multiple actors:

HR -> who also usually informs payroll
er
Ps team

a new start date, after the onboarding was initiated, needs to be shared to the Workforce Data Admin (WDA) team by the **Manager** so
t it either in the Onboarding module (if the ONB process is still in progress), or in Employee Central (if the ONB process was already

)O

informed that the start date has changed and needs to be corrected, **please inform the Manager that they must submit a ticket to**
es SyRa > Catalog > Human Resources > Onboarding service request and provide the employee's name and new start date.

Privacy Notice
the Employee Privacy Notices?
Data Protection Awareness

acy Notice must be communicated to all employees (Regular, Impatriate, Apprentice and Trainee) located in the European
soon as we collect their personal data.
sparency, notices by country give information about the generic and local collection and processing of personal data.

rive, in PDF format to be attached to the employment agreement.

roduce the support document **"KEEPING DATA SAFE"** during the welcome session of new colleagues:

's activities, we process the personal data of customers, suppliers, employees and all individuals with whom the Group maintains
he Syensqo group, in line with our Values, is committed to respecting personal data privacy and security requirements in all the
we operate.

ersonal data? Personal data is not only data directly identifying a person such as their name, but much more broadly any data that
dentifies a person. (slide 2)
s Syensqo protect data? Syensqo ensures the protection of personal data by design by respecting key principles relating to the
f data collection and data security. (slide 3)
what can you do? As part of your job, you need to acquire good reflexes in storing and sharing personal data to avoid any risk of data
(slide 4)

ation of the Workplace
SWOW Matter?
o as an HR

Vorking (SWOW) environment impacts the way we interact with others. What if a less classical setting could boost collaboration,
ivity, empowering the employees to deliver at their best: alone, as a team or in project mode? Let's actively lead the change!
ambition, understand the intent and support managers & teams in the transition, help them to take the best of the transformation. As a
hange Plan, unveil the **main principles** of the change, empowering people and engaging the managers in the process, in the frame of
working.
ole you are expected to play in a transformation project and figure out what a **change plan** could look like in practice. You are an
he multidisciplinary team, able to make this a success and to favor the adoption of the SWOW.

look at the SWOW **Wiki page** to feel more comfortable with all the concepts?

ks

2024 Onboarding Improvements
Onboarding Dashboard - Quick Guide
Country & Site Employee Policies, Forms & Benefits
Country & Site Benefit Plans & Programs