

# NW Onboarding



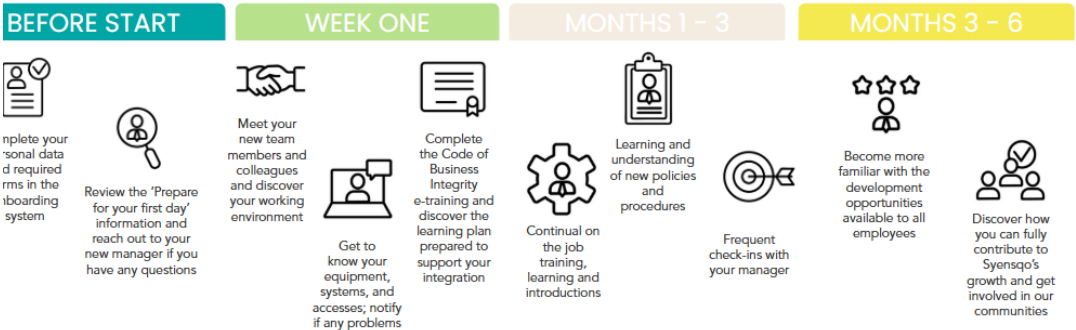
[Onboarding Guidelines & Policies](#)  
[Days of Working \(SWOW\) -Workplace Experience](#)  
[Purpose](#)  
[Dignity](#)  
[Onboarding](#)  
[Privacy Notice -Personal Data Protection \(GDPR\)](#)

[Information for Your Onboarding](#)  
[Workplace Experience](#)  
[Digital Technology](#)  
[Business Integrity](#)  
[Learn About Syensqo](#)  
[Privacy Notice](#)  
[FAQs](#)

Go!

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

## What to expect as you begin YOUR SYENSQO ONBOARDING JOURNEY



This 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.

Follow these weekly steps for a smooth onboarding process.

IT forms and tools

[Syensqo intranet](#)  
[IT services](#)

For the first week, you should:

If you 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  
our 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.  
y in making Syensqo inclusive through our Fair & Inclusive Culture ([One Dignity](#)) Goals  
nd 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.

nent 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.

liance 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  
non-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

**is, 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:](#)

[Syensqo Life Saving Rules](#)

[reating Safety](#)

[LL Global Union Agreement](#)

[tection](#)

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

mployee 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](#)

[public](#)

ain

urg DE - FR  
ids

regulations (APAC, Brazil, China)

mployee Notice in English, please click [here](#)

al	<ul style="list-style-type: none"> <li>• <a href="#">Buddy Program Guidelines</a></li> <li>• <a href="#">My HR Services &amp; Employee profile</a></li> <li>• <a href="#">Onboarding Self-Support Kit</a></li> </ul>
Practices	<ul style="list-style-type: none"> <li>• <a href="#">Diversity, Equity &amp; Inclusion</a></li> <li>• <a href="#">Mobile Working (Global &amp; Regional)</a></li> <li>• <a href="#">My Fixed Compensation &amp; Annual Salary Review</a></li> <li>• <a href="#">My Variable Compensation</a></li> <li>• <a href="#">Global Company Car Program</a></li> <li>• <a href="#">Speak-Up Booklet &amp; Hotline</a></li> </ul>
icles	<ul style="list-style-type: none"> <li>• <a href="#">Country and Site Employee Policies, Forms, Benefits &amp; FAQs</a></li> <li>• <a href="#">Employee Referral Program &amp; Guidelines</a></li> </ul>

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

ent 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.  
y 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.

i 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  
1. Get close to your colleagues, your internal clients, your project teammates, being exposed to other Entities or leaders.  
sw approach, forget past experiences. Start discovering the SWOW Guiding Principles via this [link](#). Explore the complete SWOW [Wiki](#)

urpose as Individuals & as a Team  
urpose Book  
am

## ment Matters

tion to all of you, as Syensqo employees, to find extra meaning to your work and act accordingly with our Core Beliefs. Our common  
i 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!

» [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.

### ring 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](#)

public

ain

urg [DE - FR](#)  
ids

### regulations (APAC, Brazil, China)

mployee Notice in English, please click [here](#)

isualizer

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

n

ks

rocess 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.

» 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



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

ing 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:

1 Personal Message

3 a Buddy

ing 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  
is at least 7 business days prior to their start. You can view their status in your Onboarding Dashboard.*

D  
P!

CLICK for User Guide:

[Follow up an onboarding process in My HR Services - User Guide](#)

[Prepare the checklist in My HR Services to prepare the new joiner start- User Guide](#)

[Personalize the new joiner's experience with the onboarding tasks in My HR Services - User Guide](#)

Standard 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

ie above to be redirected to SyRa]

arding ticket will provide based on request:

nebook delivery

ectory

ccess

ccess to Facility

Google Workspace, YouGrow and Org Charts, Syensqo One and Syra

ay 5, if requested)

How possible to request access to the following applications:

- Core CRM
- Core CRM
- Synasys DP
- ICASO

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

Application Access Request (Generic)  
Access & Applications



Shared folders on servers  
Shared folders on servers

Click on the links above to be redirected to SyRa]

Check the catalog for any additional requests based on position and needs.

Do  
Prep!

CLICK for [User Guide](#)

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

Review all of the consolidated materials in this [Fundamentals](#) document to share content with your new joiner. Review your assigned buddy or other team members to help with onboarding. Implement 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](#).

If you need to cancel the Onboarding process, please submit a [ticket](#)

Replace [Video Guide](#)

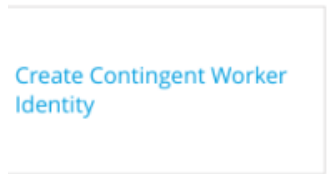
Access guidelines	<ul style="list-style-type: none"> <li>• <a href="#">Onboarding Visual Guide for Managers</a></li> <li>• <a href="#">Onboarding Guidelines for Managers</a></li> </ul>
	<ul style="list-style-type: none"> <li>• <a href="#">Organizational Announcement Guidelines</a></li> <li>• <a href="#">Buddy Program Guidelines</a></li> <li>• <a href="#">Fundamentals to onboard your new team member</a></li> <li>• <a href="#">France Sites - View clothing size information in My HR Services</a></li> </ul>
English	<ul style="list-style-type: none"> <li>• <a href="#">How to submit an IT Onboarding service request?</a></li> <li>• <a href="#">How long does it take to receive hardware?</a></li> <li>• <a href="#">Onboarding Best Practices for Managers</a></li> <li>• <a href="#">What is the Manager Onboarding experience?</a></li> <li>• <a href="#">What is the New Hire Onboarding experience?</a></li> </ul>

rench	<ul style="list-style-type: none"> <li>• <a href="#">Tableau de bord d'intégration dans My HR Services</a></li> <li>• <a href="#">Faire la demande IT pour l'onboarding d'un nouveau collaborateur</a></li> <li>• <a href="#">Intégrer un nouveau membre de l'équipe</a></li> <li>• <a href="#">Comment préparer au mieux le premier jour du nouveau salarié</a></li> <li>• <a href="#">Accéder au HR Wiki</a></li> </ul>
-------	---

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

## Contingent Worker Identity - SyRa

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



**[Click above to be redirected to the SyRa ticket]**

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

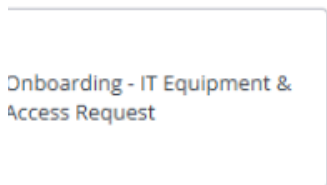
.ccount  
:count  
ccess  
oken

**D  
P!**

**CLICK** for [User Guide](#)

## Standard 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.**



**[Click above to be redirected to the ticket in SyRa]**

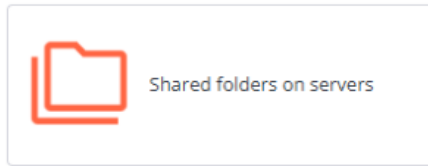
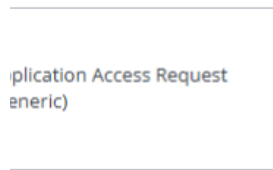
arding ticket will provide based on request:

rebook delivery  
actory  
ccess

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

ow possible to request access to the following applications:

Core CRM  
Core CRM  
Synasys DP  
ICASO



**[You will be redirected to the ticket in Syra]**

catalog 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 email. The recertification process will allow you to extend accesses for a maximum renewable period.

[Viewing Guidelines for Managers](#)

[Create a Position and Job Requisition](#)  
[Prepare, connect and begin bonding with you...](#)  
[Request Update to IT Access](#)  
[Links](#)

You will need to follow the standard recruitment process. Firstly, you need to [create a position](#) in the Position Org Chart and then [post a job](#)

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



**[You will be taken to My HR Services; then select "Onboarding" from the Home drop down menu]**

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

- Personal Message
- Assign a Buddy
- Invite New joiner to their future network
- Provide additional Useful Links
- Provide additional useful information for New Joiner's First Day

D  
P!

side:

[Follow up an onboarding process in My HR Services - User Guide](#)  
[Use the checklist in My HR Services to prepare the new joiner start- User Guide](#)  
[Personalize the new joiner's experience with the onboarding tasks in My HR Services - User Guide](#)

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

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

**Click here to go to the ticket in SyRa]**

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

**Check the catalog if any NEW applications** or equipment are needed for the user.

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

To improve their digital onboarding experience and how your manager tasks can make a difference, have a look at the [onboarding process](#).



Onboarding guidelines	<ul style="list-style-type: none"><li>• <a href="#">Onboarding Visual Guide for Managers</a></li><li>• <a href="#">Onboarding Guidelines for Managers</a></li></ul>
	<ul style="list-style-type: none"><li>• <a href="#">Organizational Announcement Guidelines</a></li><li>• <a href="#">Buddy Program Guidelines</a></li><li>• <a href="#">Fundamentals to onboard your new team member</a></li><li>• <a href="#">France Sites - View clothing size information in My HR Services</a></li></ul>
	<ul style="list-style-type: none"><li>• <a href="#">How to submit an IT Onboarding service request?</a></li><li>• <a href="#">How long does it take to receive hardware?</a></li><li>• <a href="#">Onboarding Best Practices for Managers</a></li><li>• <a href="#">What is the Manager Onboarding experience?</a></li><li>• <a href="#">What is the New Hire Onboarding experience?</a></li></ul>

in  
prepare, connect and begin bonding with yo...  
[Request Update to IT Access](#)  
ks

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



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

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

Assign a Buddy

Connect New joiner to their future network

Review Onboarding Useful Links

Access useful information for New Joiner's First Day

The HR 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  
P!**

**Provide:**

[Follow up on an onboarding process in My HR Services - User Guide](#)

[Review the checklist in My HR Services to prepare the new joiner start- User Guide](#)

[Personalize the new joiner's experience with the onboarding tasks in My HR Services - User Guide](#)

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

## IT Crossboarding Request On/Off Boarding

**Please above to go to the ticket in Syra]**

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

Internal transfers (transfers within the same country)

**External Transfers (transfers from one country to another)**

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

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

Access guidelines	<ul style="list-style-type: none"> <li>• <a href="#">Onboarding Visual Guide for Managers</a></li> <li>• <a href="#">Onboarding Guidelines for Managers</a></li> </ul>
	<ul style="list-style-type: none"> <li>• <a href="#">Organizational Announcement Guidelines</a></li> <li>• <a href="#">Buddy Program Guidelines</a></li> </ul>
	<ul style="list-style-type: none"> <li>• <a href="#">What is the Crossboarding Process?</a></li> <li>• <a href="#">Crossboarding Request</a></li> <li>• <a href="#">Introduction to Crossboarding</a></li> </ul>

- [Onboarding the Employee's Onboarding](#)
- [Manager's Action Role in the Onboarding Process](#)
- [My HR Services Contracts/Documents Workflow](#)
- [Employee Start Date During Onboarding Process](#)
- [Data Protection Regulation \(GDPR\)](#)
- [Ways of Working \(SWOW\) -Workplace Experience](#)
- [Onboarding](#)

**90 Day Onboarding Matters**

The first 90 days for new joiners is critical for their seamless integration with our ways of working, purpose and vision. This integration is essential for their belonging and enables them to get up to speed faster. It also paves the way for creating the right conditions for the newcomer to thrive on their Employee Engagement Journey. Leaders are now fully in charge of their new team member's onboarding experience - from the moment they receive the offer until they are fully onboarded in the job, the team and the Group. The collaboration between recruiters, hiring managers, Site HR and HR Services is crucial to ensure a smooth transition from recruitment to onboarding.

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

Recruiters, HR Services, and Site HR users have access to the onboarding dashboard with various roles. Recruiters take the lead in hiring the employee after the recruiter confirms an offer acceptance and the candidate completes their personal information, forms and documents. HR Services and Site HR teams complete & approve hiring information in Employee Central, hrX and Time Management App once they receive the offer. HR Services has visibility in the onboarding dashboard to follow up on the status of new joiner's at their site and are responsible for compliance with local regulations and collection/processing of local forms until the progressive go-lives of country specific onboarding. HR Services collaborates in collecting necessary documentation from new Joiners when **Onboardings are manual** (not through the Employee Central digital onboarding).

Recruiters can find the **HR User Guide** with step by step instructions for My HR Services Onboarding.

From 2023 onward, the **Home Address** and the corresponding required fields become **mandatory** for **China** Onboardees during Personal

- [Onboarding Program Guidelines](#)
- [Onboarding Best Practices for Managers](#)
- [Organizational Announcement Guidelines](#)
- [Crossboarding - Guidelines for HR](#)

Provide all of the information required to...  
Inform the candidate on the next steps an...  
Inform the hiring manager on the next ste...

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

Accurate start date : last updated start date after offer negotiation.

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

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

Information 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.

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

in

Offer letter must be managed in the recruiting tool. Required information for onboarding will be inserted based on information provided in offer letter. 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 leading to offer accepted. **Following information are required for the onboarding process:**

*limited duration contract: duration and end date are required)*

Applicant is a student or a trainee

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

When emails sometimes arrive in the spam, candidate should check their spam folder

Highlight 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 notified every time a new task is available for them to complete

In case of a question or need for support: candidates can introduce a ticket via [HR support request](#) form. Hiring manager will receive an automatic email notification once onboarding has been initiated

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

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

In exceptional cases, and under valid circumstances, a change of start date can be requested using the [SyRa Onboarding request](#)

Managers should request IT access and equipment using the [Onboarding - IT Equipment & Access](#) request ASAP and no later than 10 working days before 1st working day (request for their new hire becomes available 24 hrs after onboarding initiation)

In case of questions or need for support, managers can request support via [SyRa onboarding request](#).

Managers can consult the [HR Wiki onboarding information](#) for support.

in

igdom

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

(XPLORER site)

cludes Taiwan site)

igdom (excludes Oldburry Site)

ssue 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  
e employees and cadre up to S22

date sends all documentation needed in Onboarding and it's concluded.  
ervices 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.

e 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.  
ervices 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

s not part of the scope

date sends all documentation needed in Onboarding and it's concluded.  
ervices 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.  
ervices receives and stores the signed contract in the Employee File.

e employees and cadre up to S22  
oving to regular employee (this trigger is not automatic, please submit a request [here](#))  
ial Hires  
be 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.  
rvice 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.

≡ employees and cadre up to S20  
be considered as any other employee

excluded from scope

rvice receives the offer accepted case and sends the **form** to the HR Site.  
contract is generated by People Services, downloads it in PDF format, and sends it to the Site HR, with Deputies and Recruiter in CC.  
rvice 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.  
ment is sent to local payroll teams via ticket, due to legal information in the contract shared by the HR site on the process.

≡ employees and cadre up to S22

Certificate  
ndum  
Addendum  
.etter  
oving to regular employee  
ial Hires

formation regarding Contract Management [here](#)

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

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

date sends all documentation needed in Onboarding and it's concluded.  
rvice 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.

≡ employees and cadre up to S22  
ial Hires

date sends all documentation needed in Onboarding and it's concluded.  
rvice 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.

≡ employees and cadre up to S22

is not part of the scope

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.

ervices 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.

#### **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 iing the contracts on your behalf.

---

#### **in 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

's 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 ct it either in the Onboarding module (if the ONB process is still in progress), or in Employee Central (if the ONB process was already



informed that the start date has changed and needs to be corrected, **please inform the Manager that they must submit a ticket to as [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](#)

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

**Privacy Notice**, in PDF format to be attached to the employment agreement.

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

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

**What is personal data?** Personal data is not only data directly identifying a person such as their name, but much more broadly any data that identifies a person. (slide 2)

**How do we protect data?** Syensqo ensures the protection of personal data by design by respecting key principles relating to the 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 loss. (slide 4)

## SWOW: Spirit of the Workplace

### SWOW Matter?

#### SWOW as an HR

Working (SWOW) environment impacts the way we interact with others. What if a less classical setting could boost collaboration, productivity, empowering the employees to deliver at their best: alone, as a team or in project mode? Let's actively lead the change!

**SWOW ambition**, understand the intent and support managers & teams in the transition, help them to take the best of the transformation. As a change Plan, unveil the **main principles** of the change, empowering people and engaging the managers in the process, in the frame of SWOW working.

**SWOW role** you are expected to play in a transformation project and figure out what a **change plan** could look like in practice. You are an active member of the 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?

links

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