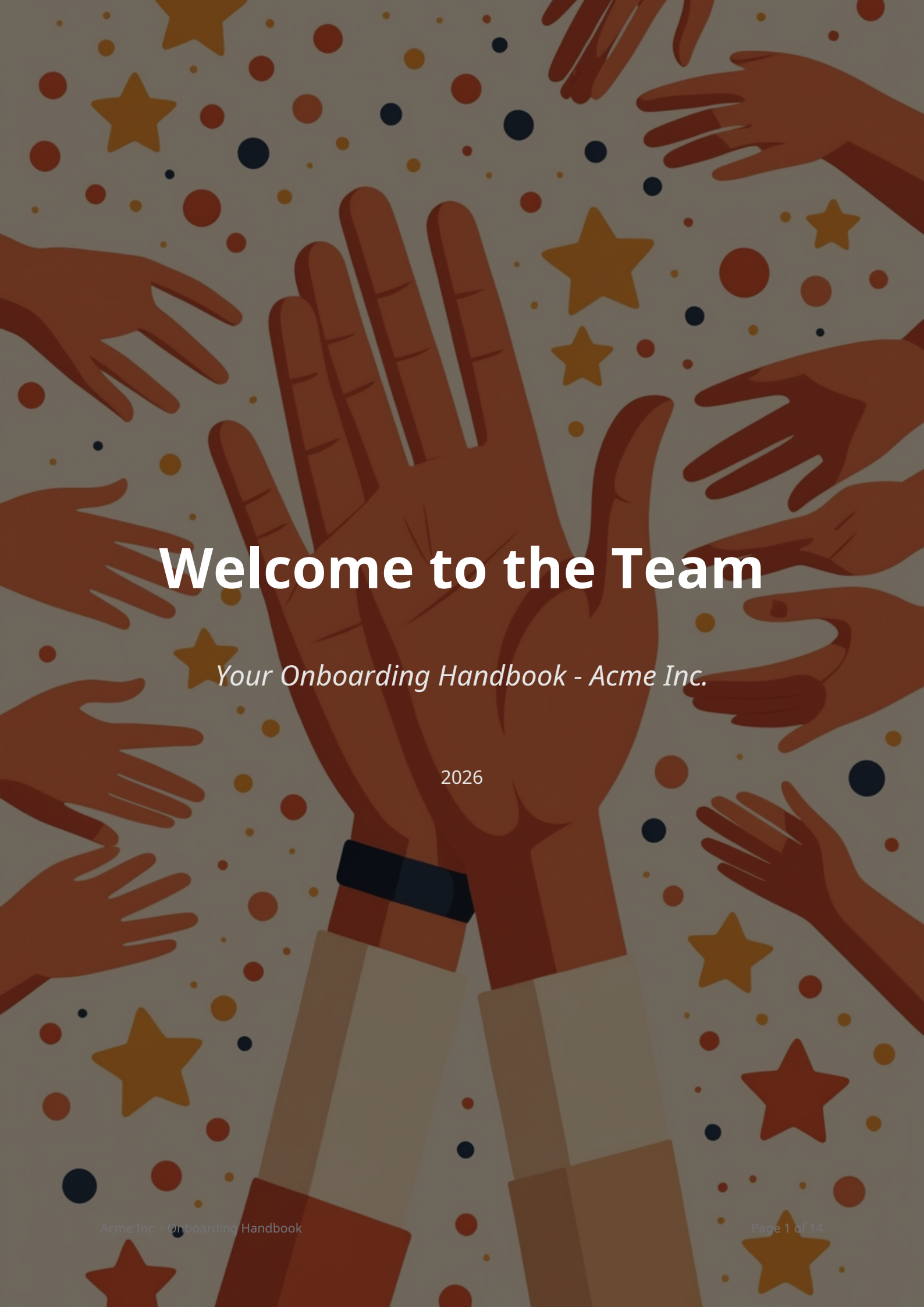




Welcome to the Team

Your Onboarding Handbook - Acme Inc.

2026

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Company Overview

Welcome to Acme Inc.! We're thrilled you're joining our team. For over a decade, Acme has been building products that help businesses of every size work smarter, move faster, and grow with confidence.

Headquartered with hybrid teams across multiple regions, we combine the energy of a fast-moving company with the stability of an established brand. Our people are our greatest asset, and this handbook is designed to help you settle in quickly and feel right at home.

Over the next few pages, you'll find everything you need to know about who we are, how we work, and where to turn when you have questions.

Mission & Values

Our mission is simple: to build tools that empower people to do their best work, together. Everything we create is guided by a genuine curiosity about our customers' challenges and a commitment to solving them with care and craft.

Our Core Values

- People First - we support one another and assume good intent.
- Own It - we take responsibility and follow through.
- Stay Curious - we ask questions and keep learning.

- Move with Purpose - we act thoughtfully and with urgency.
- Celebrate Wins - we recognize progress, big and small.

Our Organizational Chart

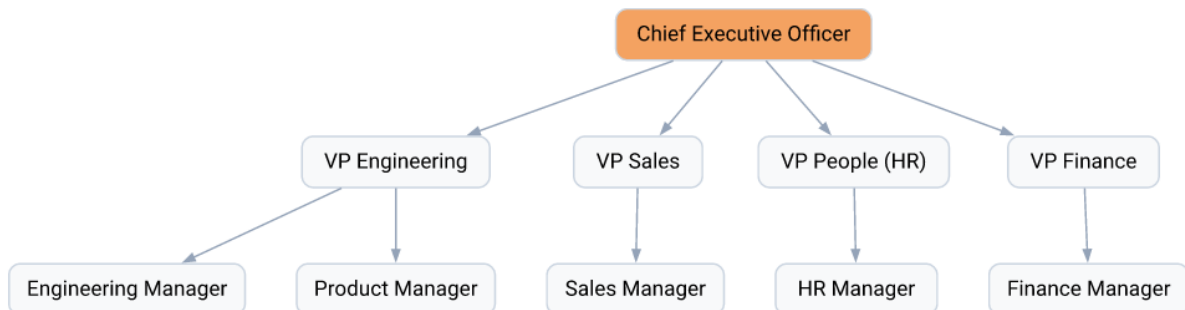


Figure 1: Company Organizational Chart

Below is a snapshot of how our leadership team and departments connect. Don't worry about memorizing every name today - you'll get to know your team and neighbouring departments naturally over your first few weeks.

First Week Checklist

1. Complete your HR paperwork and confirm your bank and tax details.
2. Set up your company email, calendar, and chat accounts with IT.
3. Meet with your manager to review your 30/60/90-day goals.
4. Join your team's stand-up or weekly sync meeting.
5. Complete mandatory compliance and security training modules.
6. Set up your workstation, monitor, and any requested peripherals.
7. Schedule 1:1 introductions with your closest collaborators.
8. Review this handbook and bookmark the Contacts Directory.

Benefits Comparison

Table 1: Standard vs Premium Benefits Plan

Benefit	Standard Plan	Premium Plan
Health Insurance	Core medical coverage	Medical + specialist & dental add-ons
Dental & Vision	Basic annual check-up	Full dental & vision coverage
Retirement Matching	3% employer match	5% employer match
Wellness Stipend	\$300 / year	\$600 / year
Parental Leave	12 weeks paid	18 weeks paid

Tools & Systems Access

Table 2: Core Tools & How to Request Access

Tool	Purpose	How to Get Access
Email & Calendar	Company communication & scheduling	Provisioned automatically on Day 1
Team Chat	Instant messaging & team channels	Auto-invited via your work email

Tool	Purpose	How to Get Access
Project Tracker	Task & sprint management	Requested by your manager
HR Portal	Payslips, leave requests, documents	Login sent by People team
VPN & Cloud Drive	Secure remote access & file storage	Set up during IT onboarding session

IT Setup Guide

1. Power on your device and log in with the temporary credentials emailed to you.
2. Change your temporary password and enable multi-factor authentication.
3. Install the required security agent and VPN client from the Software Portal.
4. Connect to the company Wi-Fi and confirm access to shared drives.
5. Set up your email signature using the approved company template.
6. Contact the IT Helpdesk if you hit any snags - they're happy to help.

Communication Norms

- Default to public channels over direct messages so knowledge stays shared.
- Aim to respond to messages within one business day; flag anything urgent clearly.
- Keep meetings short, with a clear agenda and a named note-taker.
- Assume good intent - written tone can be easily misread, so ask before assuming.
- Respect focus time and time-zone differences across the team.

Paid Time Off (PTO)

Table 3: Annual Leave Entitlements

Leave Type	Full-Time Employees	Part-Time Employees
Annual Leave	20 days / year	Pro-rated by hours worked
Sick Leave	10 days / year	Pro-rated by hours worked
Public Holidays	All gazetted public holidays	All gazetted public holidays
Compassionate Leave	Up to 5 days per event	Up to 5 days per event
Study Leave	5 days / year	Pro-rated by hours worked

Performance Review Timeline

Table 4: Review Milestones Throughout the Year

Milestone	Timing	Focus Area
Welcome Check-in	Day 30	Settling in & early wins
First Review	Day 90	Role clarity & goal setting
Mid-Year Review	Month 6	Progress against goals & feedback

Milestone	Timing	Focus Area
Annual Review	Month 12	Performance, growth & compensation

Code of Conduct

We hold ourselves to a high standard of integrity, respect, and professionalism in everything we do. This section outlines the behaviour we expect from every member of the Acme team.

- Treat colleagues, clients, and partners with respect and courtesy at all times.
- Maintain confidentiality of sensitive company and customer information.
- Avoid conflicts of interest; disclose them promptly if they arise.
- Zero tolerance for harassment, discrimination, or bullying of any kind.
- Use company resources responsibly and only for legitimate business purposes.
- Report any concerns to your manager or People team without fear of reprisal.

Frequently Asked Questions

When will I get paid? Salaries are paid on the last business day of each month via direct deposit.

How do I request time off? Submit a request through the HR Portal at least two weeks in advance where possible.

Who do I contact for IT issues? Reach the IT Helpdesk via the Team Chat #it-support channel or the contacts directory.

Can I work remotely? Most roles support a hybrid schedule; confirm specific expectations with your manager.

What if I need equipment? Submit an equipment request through the HR Portal and IT will action it within 3 business days.

How is performance reviewed? See the Performance Review Timeline section for the full annual review cycle.

Who approves expense claims? Your direct manager approves claims submitted through the HR Portal expenses tab.

What's the dress code? We keep it casual and comfortable - dress appropriately for client-facing days.

How do I update my personal details?

Update your address, bank, or emergency contact details anytime in the HR Portal.

Where can I find company policies? All official policies live on the HR Portal under the Policies & Documents tab.

Contacts Directory

Table 5: Key Contacts

Department	Contact Name	Email
People & Culture (HR)	Jordan Lee	hr@acmeinc.com
IT Helpdesk	Sam Rivera	itsupport@acmeinc.com
Payroll	Morgan Chen	payroll@acmeinc.com
Facilities	Alex Turner	facilities@acmeinc.com
Your Direct Manager	Assigned on Day 1	See HR Portal profile