

WELCOME DAY SERVICE

Designed for those entering the Centre, the service aims at creating good labour conditions with respect to occupational health and safety, access to information systems, attendance records, working time, days of leave, benefits, meals, business travel, education, leisure activities and corporate culture.

Communication procedure:

1. The TBU's HR Department receives the documents for the new employee and informs the respective constituent unit about the new employee to enter.
2. The TBU's HR Department informs the new employee about the planned activities during the first day at the workplace.
3. The TBU's HR Department will arrange for the signing of the employment contract.
4. On the first day at work, training in occupational health and safety takes place. The training activity takes place on the first work day of each month and is provided by the HSE Officer at the Rector's Office. There is also a GDPR training session.
5. The employee then moves to his/her unit where he/she is briefed on the specific exit routes and familiarised with all workplaces.
6. The unit receives an employee handbook. The document is also available online on the web. The handbook covers all important information including attendance, working hours, benefits and training.
7. During the first week, the employee is presented with their personal adaptation plan.