



WELCOMING NEW EMPLOYEE

COMPANY FACTSHEET

- Every new joiner is eager to know about the company
- Include facts and figures like gross sales, market share, and any other figures that make sense
- Make it pictorial and use graphs etc
- Make figures look inspiring!

THE FOUNDING TEAM AND IMPORTANT PEOPLE

- Pictures and write ups about the founding team and the key people

Key People



Elon Reeve Musk is a South African-born Canadian-American business magnate, engineer and inventor




Jason Wheeler is the CFO and former Google VP

He is the founder, CEO and CTO of SpaceX; co-founder, CEO and product architect of Tesla Motors; co-founder and chairman of SolarCity, co-chairman of OpenAI; co-founder of Zip2; and co-founder of PayPal. As of June 2016, he has an estimated net worth of US\$12.7 billion, making him the 83rd wealthiest person in the world



Jeffrey Brian "JB" Straubel is part of the founding team and the Chief Technical Officer of Tesla Motors

THE STORY

- Every startup has a story that inspires people
 - Tell your story about how the company was formed and the inspiration behind the company
 - Share some interesting anecdotes that will help people connect
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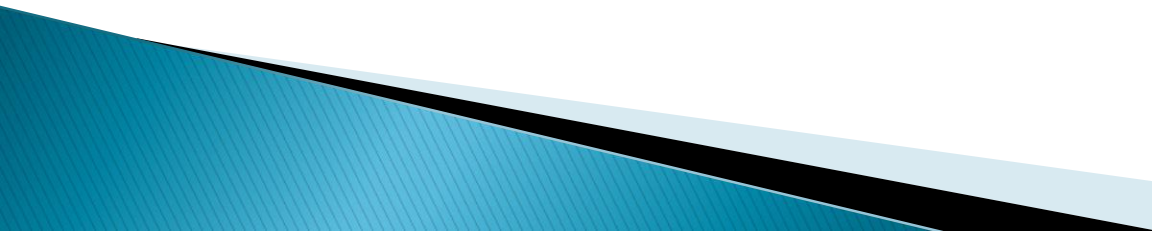
TEAMS @ THE COMPANY

- The teams and their heads
- What do they do



LETS BE CLEAR!

Work place policies which are important to know

- Attendance & Punctuality
 - Leave
 - Dress Code (if any)
 - Performance Management
 - Salary cycle
 - Reimbursement process
 - Separation
 - IT & Administration
 - Employee Retention
 - Maternity
 - Probation & Confirmation
 - Sexual Harassment
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DO'S AND DON'TS

DO's

- Keep your workstation clean and tidy
- Take care of your pitch and tone at the workplace.
- Respect your fellow workers and help them whenever required.

DONT'S

- Never adopt a casual attitude at work.
- Don't bring your personal work to office
- Smoke in office premises
- Stepping out of the office in working hours

PICTURES SPEAK LOUDER THAN WORDS

- Picture gallery of fun events, meetings, office space



CONTACT INFO

- Company contact no. , addresses
- Who to get in touch for stationery, security, pantry, admin, hr, etc.

