

## **SOP Title: Employee Onboarding Process**

**Category:** HR

**Purpose:** To ensure smooth onboarding of new employees.

**Procedure:**

- HR creates employee profile in HRMS.
- IT sets up email and system access within 24 hours.
- Manager assigns welcome buddy and first-day tasks.
- HR conducts orientation session and shares company policies.
- Employee submits signed documents within 3 working days.

**Notes:** All onboarding must be completed within the first week of joining.

## **SOP Title: Monthly Expense Approval**

**Category:** Finance

**Purpose:** To standardize expense approvals and avoid delays.

**Procedure:**

- Employee fills expense reimbursement form with receipts.
- Form submitted to Department Head for initial approval.
- Finance verifies receipts and compliance with policy.
- Payment processed within 7 business days.

**Notes:** Expenses above \$500 need CFO approval.

## **SOP Title: Daily Operational Safety Checklist**

**Category:** Operations

**Purpose:** To maintain a safe and efficient work environment.

**Procedure:**

- Ensure all equipment is inspected before use.
- Verify safety gear is worn by all staff.
- Log any incidents or hazards in the safety register.
- Supervisor signs off on daily checklist.

**Notes:** Non-compliance must be reported immediately.

## **SOP Title: System Access & Password Policy**

**Category:** IT

**Purpose:** To protect company systems and ensure data security.

**Procedure:**

- All employees must use strong passwords with at least 8 characters.
- Passwords must be changed every 90 days.
- IT must disable accounts of ex-employees within 24 hours.
- Unauthorized software installation is strictly prohibited.

**Notes:** Report suspicious activities to IT immediately.