

# Streamline Employee Onboarding

■ Create an impactful onboarding campaign to drive engagement and workplace culture



NAVEX E&C™  
ETHICS & COMPLIANCE SOLUTION



## The Challenge

Employee onboarding of new teammates is a very involved process that requires transparency, accuracy, and tracking to ensure compliance and employee adoption of best practices. For new employees, the experience during onboarding sets the tone for their time at the company. In addition to starting a new role, they are also learning different technologies and a new workplace culture. If the process of completing onboarding tasks is too difficult they might miss a step that can put the employee and the organization at risk. Human Resources (HR) and program administrators often find making positive experiences for new employees to read and attest to important information such as policies and code of conduct a manual and disconnected process.

## The Solution

A centralized ethics and compliance (E&C) platform can help new employees quickly complete all compliance onboarding activities with one log-in, in one location. It also can be the one location they go to in the future to find relevant documents, ask questions, and file a report if needed. A holistic E&C platform can also help program administrators take the manual work out of creating and managing the onboarding process. The system can ensure the right documents are assigned by location and group, and the completions are tracked and stored if that information is needed in the future.

**With the NAVEX One platform, the onboarding process can be seamless, simple and easily managed for both the program administrator and new employee.**

### Program Administrator Process

- 1 Enter new employees into NAVEX One® once and place them in their respective departments, locations, and other groups applicable for their role. This determines the policies and documents they can access, trainings they need to take, and other compliance activities that may pertain to them.
  - Create custom attributes, such as job code union/non-union, that can be used to set up groups for specific onboarding tasks.
- 2 Build a “new hire” campaign that includes pertinent onboarding tasks from all areas – ethics and compliance trainings, company code of conduct, company policies, procedure to report an incident, and conflicts of interest disclosures that are deployed to new hires depending on their grouping.
- 3 Set expectations and assist in completion by setting automatic due dates and reminders for employees.
- 4 Set the campaign to deploy on a certain date, and the designated onboarding tasks are then sent to the new employee via email or through their direct manager if the employee does not have an email.
- 5 In the same application, track completions and attestations to ensure the new employees are complying within your specified time frame. NAVEX One offers a “manager escalation” that notifies the employee’s manager when tasks are behind, placing accountability at the direct leadership level.
- 6 Follow up with employees who fall behind in completing their compliance tasks and analyze trends to gauge program adoption and identify high risk areas.
- 7 Retain the attestations and completion dates for any future need.

## Employee Experience

- 1 On the designated day, the new employee receives a link to the NAVEX One platform via an onboarding email or is instructed by their manager to log in via a mobile device or kiosk.
- 2 The employee logs in to the platform via SSO or NAVEX IdP to view and start the list of onboarding tasks assigned. All required tasks are in one location, so each employee can see their progress. For example:
  - Review the company's code of conduct
  - Take required ethics and compliance training, such as Ethics & Code of Conduct, Cyber Security Basics, Workplace Harassment or Global Workplace Harassment
  - Read and attest to policies, such as Conflicts of Interest Policy, Sick Leave Policy, and Information Security that outline employee expectations and best practices
    - When reviewing the policies, the employee can ask questions about policies within the platform
  - Review and learn how, when and where they can go to report incidents
  - Disclose any conflicts of interest - upload supporting documentation to a campaign that will be assigned to users as a task alongside the Disclosure Questionnaire
- 3 Once they complete their tasks, they can return to the same platform to refer to policies and procedures, code of conduct, or start an incident report - all within that same system.

Setting new employees up for success from the start is important for streamlined onboarding and employee retention. When required compliance tasks such as training, policy attestation, and disclosing conflicts of interest are easy to find and reference, employees are more likely to adhere to company expectations throughout their tenure. The NAVEX One platform allows program administrators and HR teams to create and manage employee onboarding and ongoing compliance campaigns that are informative, compliant, and easy to complete. Learn more about the [NAVEX One platform](#) or contact our team to see how we can solve your challenges.