

Date: 26th July 2024

Induction and Training Procedure

We at VARC International Pvt.Ltd follows the standard procedure for the induction and training.

1. Pre-boarding: - We Send a welcome email or by using Social Media with details about the first day, including time, location, and required documents to be carry with him at time of joining.
2. Day 1 Orientation: -
 - Welcome the new employee and introduce them to the team.
 - Provide an overview of the company's mission, values, and culture & policies of the Company.
3. Job Training: -
 - Provide job-specific training tailored to the new employee's role.
 - Offer hands-on training, shadowing opportunities, and mentorship.
 - We provide the training to every engineer to follow the std norm of the handling the machine & equipment inside the company, trains him for the diagnosing the problem and fixating it & then only we send him/her to onsite for technical call in the companies.
4. Company Training:
 - Conduct training on company processes, systems, and tools.
 - Include sessions on compliance, safety, and security protocols.
5. Professional Development:
 - Offer opportunities for skill development Eg. Communication
 - Encourage ongoing learning and growth.

6. Evaluation and Follow-up:

- Conduct performance reviews at regular intervals to assess progress and provide feedback.
- Gather feedback from the new employee to improve the onboarding process.

7. Continuous Improvement:

- Review and update the induction and training procedure based on feedback and outcomes.
- Implement changes to enhance the onboarding experience for future hires.

Mr. Akansh Jaiswal

VARC INTERNATIONAL PRIVATE LIMITED

Sincerely,



Director

VARC International Pvt Ltd.