ربط الشبكات السعودية
SAUDI NET LINK

Onboarding and Offboarding Policy

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1. Overview

SNL realizes the importance of supporting newly hired employees for long-term success. When new staff are hired, the administrative core of SNL will ensure a smooth transition in an efficient and effective manner. SNL shall also ensure a smooth transition for those SNL staff leaving the company.

2. Purpose

The purpose of this policy is to identify the procedure by which a new Mediacom staff member is on-boarded, and a smooth transition for those Mediacom staff leaving the company.

3. Scope

This policy applies to all employees, contractors, consultants, temporary, and other workers.

1- Onboarding an Employee:

Coordinate with the hiring manager and the HR department to collect information that will help you prep IT setup.
☐ Names
☐ Contact details
☐ Job titles
☐ Departments
☐ Starting dates
☐ The software they'll need for their jobs
Order equipment new hires will need, including:
☐ Laptop
☐ Monitor
☐ mouse
☐ Keyboard
☐ Cables
☐ USB sticks
☐ Phone
Determine which software, tools, and access rights new hires need. This can include:
☐ Company email
☐ Internal messaging
☐ Get approval from the senior management team to set up new accounts.
☐ Invite new hires to join corporate accounts and send them setup guidelines.
☐ If applicable, contact new hires or their hiring managers to learn their preferred tech equipment.
Prepare new hires' desk with necessary hardware, like:
☐ Computer
☐ Phone
☐ Printer
☐ Notepads
Set up company accounts if they haven't already:
☐ Email
☐ Company messaging

☐ Password security (e.g., LastPass)
☐ Configure WLAN connection settings (computer and mobile)
☐ Install anti-virus software
☐ Ensure all new hires understand and sign data privacy agreements
☐ Describe visitors policy
☐ Train new hires on how to secure their workstations
☐ Check in with new hires to see if they've properly installed all the software.
☐ If necessary, schedule training on:
☐ Security policies
☐ Productivity tips for commonly used tools
☐ Learn and follow security guidelines
☐ Security system access code, for physical access to the office.
☐ Orientation re. network security and best practices (e.g., frequency of password changes, document shredding)

2- Offboarding an Employee:

In the case that a SNL staff member leaves the organization, the following steps will be taken:

Exit Information

Employee Name: _____

Position Name: _____ Position Number _____

Work Phone: _____ Email _____

Department: _____

Manager/Supervisor: _____

Work Phone: _____ Email _____

Last Day of Work

(In Current Position) ☐Retirement (Date :_____)

Type of Attrition ☐Transfer

☐Promotion

☐Termination

_____

If promoting/transferring

Future Department _____ Future Position _____

Future Manager/Supervisor _____ Mange/Sup Phone _____

Offboarding List	DATE COMPLETED
☐ Provide the Manager/Supervisor with a list of equipment issued to the employee	
☐Once the equipment is received, verify the equipment is in working order	
☐Terminate employer/employee access to buildings, systems, and applications (as requested by Mgr.)	
☐ Reset corporate email password	

☐ Set up of mail forwarding, if applicable
☐ Preparation of desktop PC (removal of local user profile), if applicable
☐ Revoke security system access code
☐ Other:

Equipment Checklist:
Employee Name: _____
Position Name: _____ Position Number _____
Work Phone: _____ Email _____
Department: _____ Manager/Supervisor _____
Name of Staff Receiving Equipment _____
Information Technology staff: Indicate the equipment issued to the employee above to perform his/her duties.
Manager/Supervisor/IT Staff: When the equipment is returned, enter the return date and the initials of the receiving party.

Equipment	Model Number	Date Returned	Received By Initials
☐ Computer			
☐ Printer			
☐ Laptop			
☐ mouse			
☐ Keyboard			
☐Building Key (if applicable)			
☐Cell Phone/Smart Phone			
☐Credit Card(s)			
☐ID Badge/Card Key			
☐Pager			
☐Memory Stick/Flash Drive			
☐Mobile Device (Phone/PDA/Tablet)			
☐Physical Keys (cabinets, equipment, desk, etc.)			
☐Other:			

Accordance with the Information Technology Security Policy, I have returned all SNL property issued to me to perform the duties of the position listed above. In addition, I understand that I am to comply with the Visitor Procedures on any future visits to the SNL-owned properties.

_____

Employee Name (Printed) Employee Signature Date