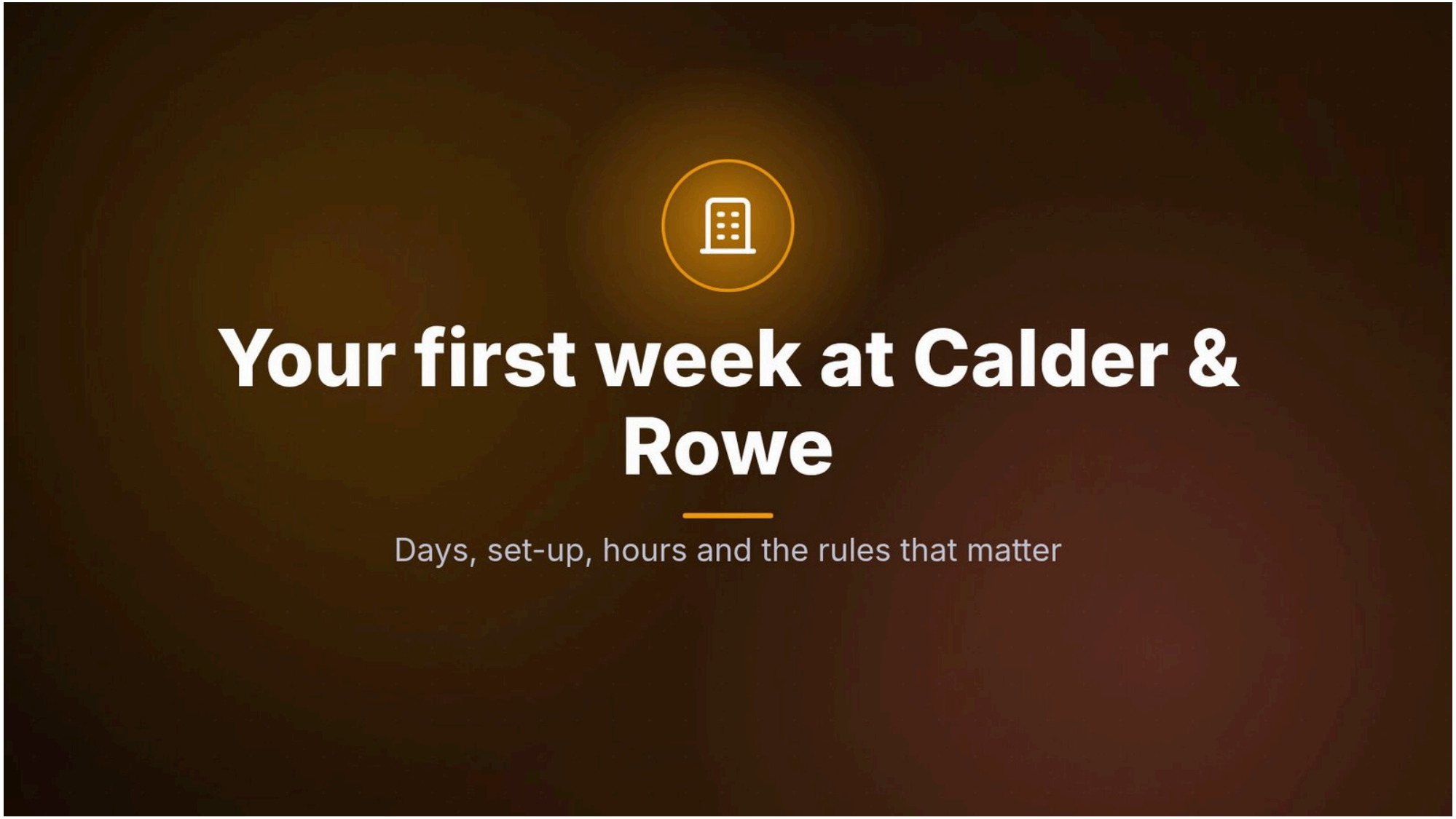
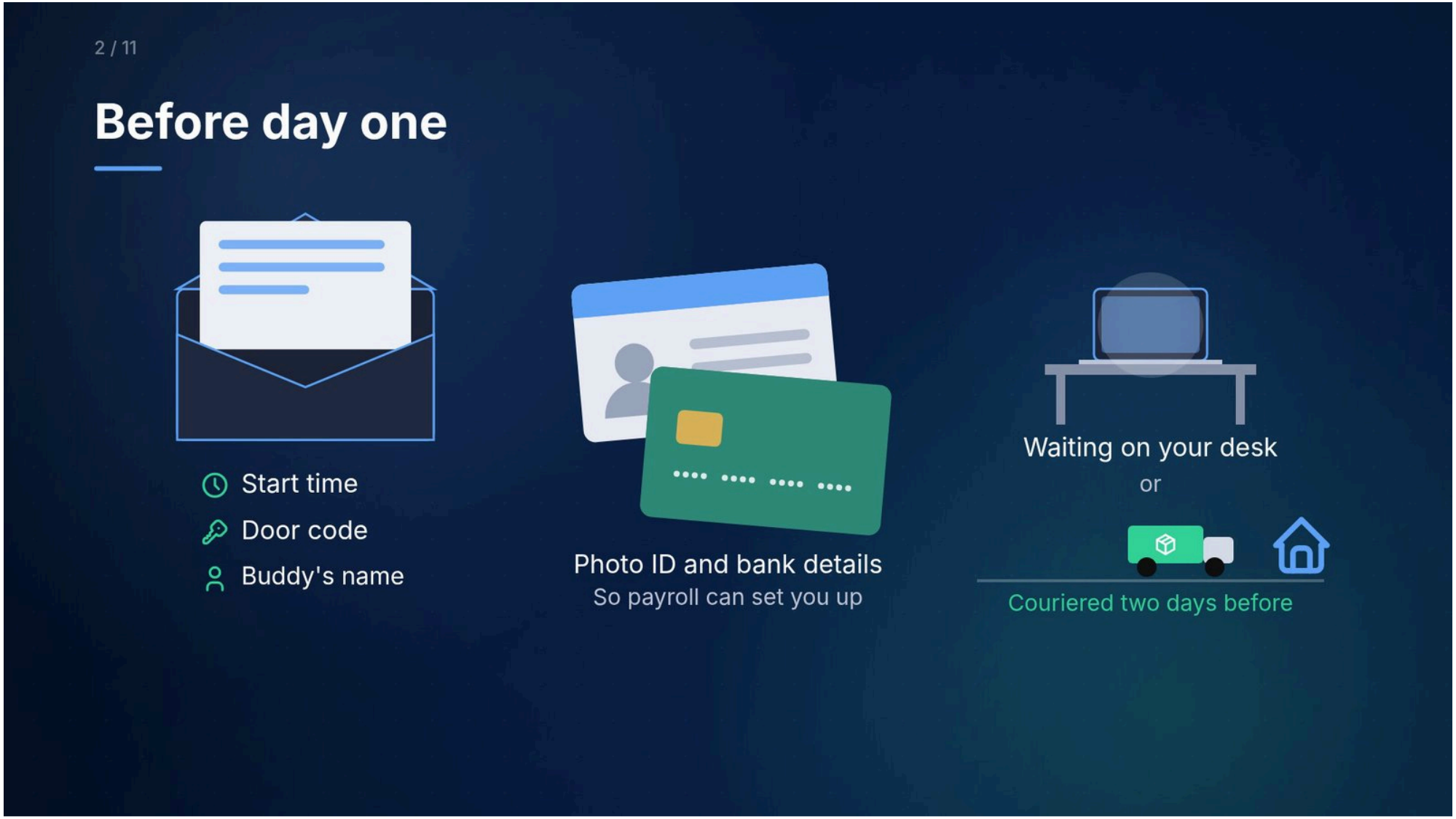


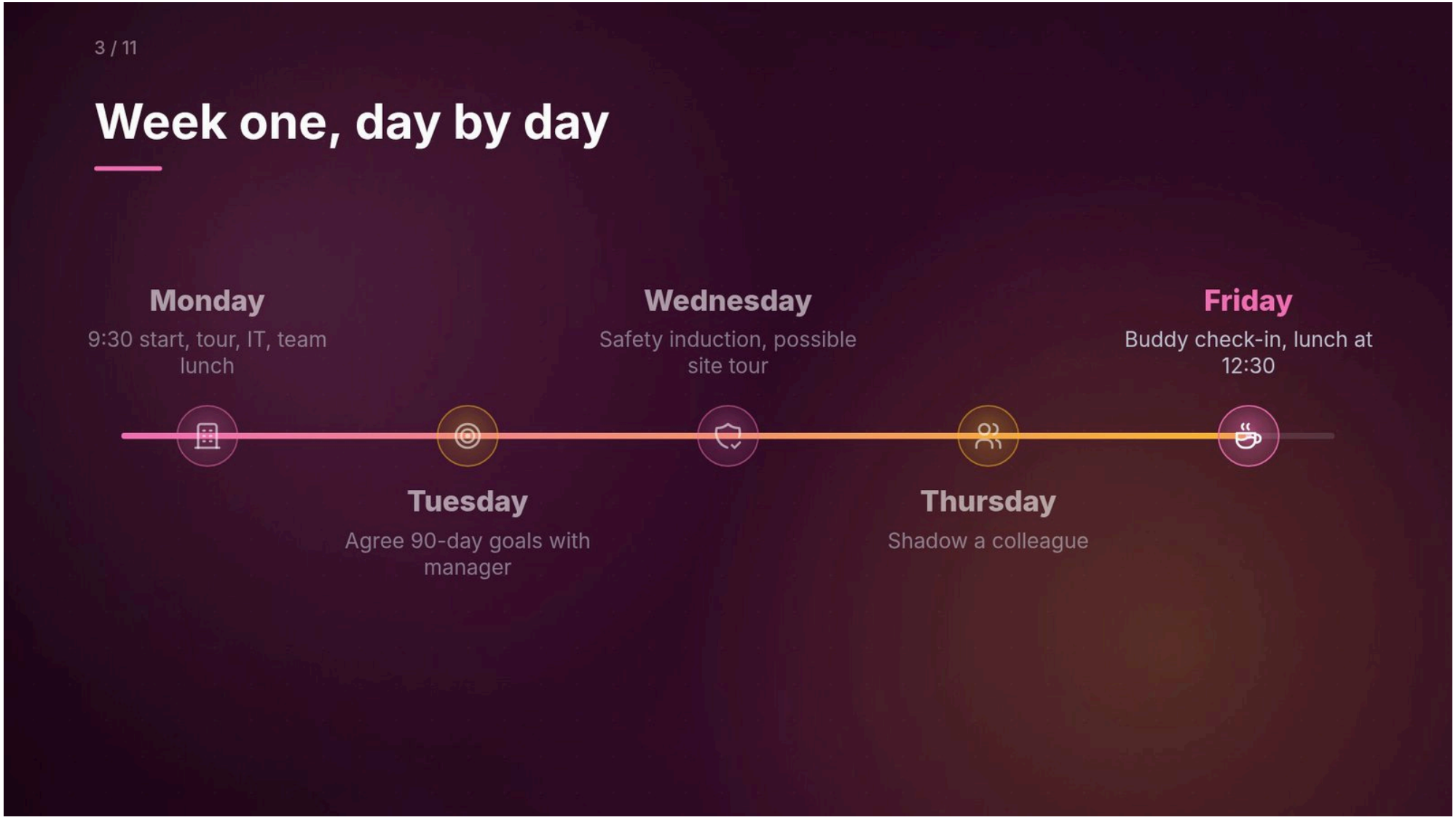
1 / 11 · Welcome

Welcome to Calder & Rowe Architects. In the next few minutes you'll see what happens in your first five days, how to get set up, and the few rules everyone follows from day one. Don't worry about remembering everything: your buddy and manager are there to help.



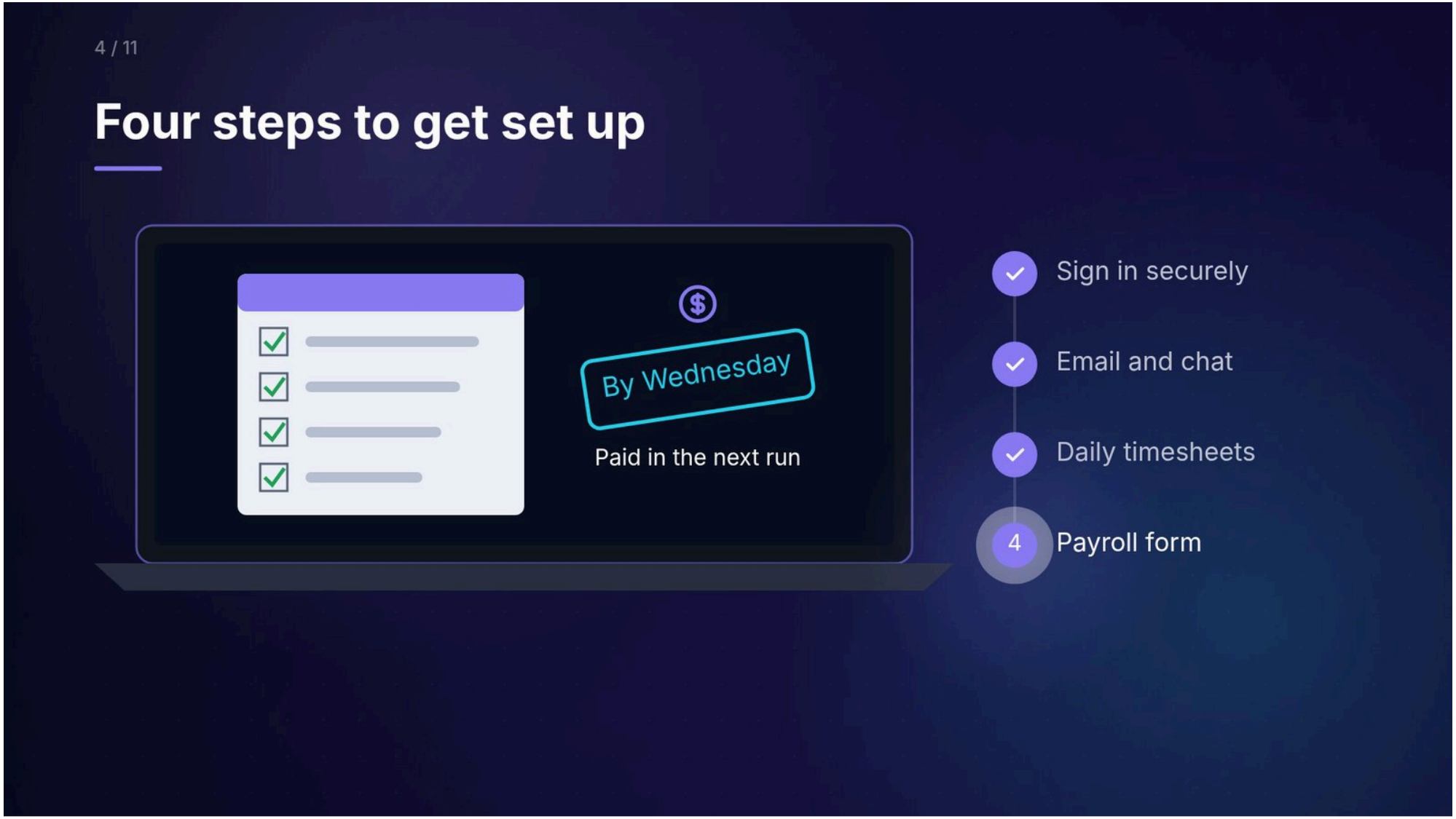
2 / 11 · Before your first day

Before you start, People Team will email you your start time, the office door code and your buddy's name. Bring photo ID and your bank details so payroll can set you up. Your laptop will be waiting on your desk, or sent by courier two days before if you work from home on day one.



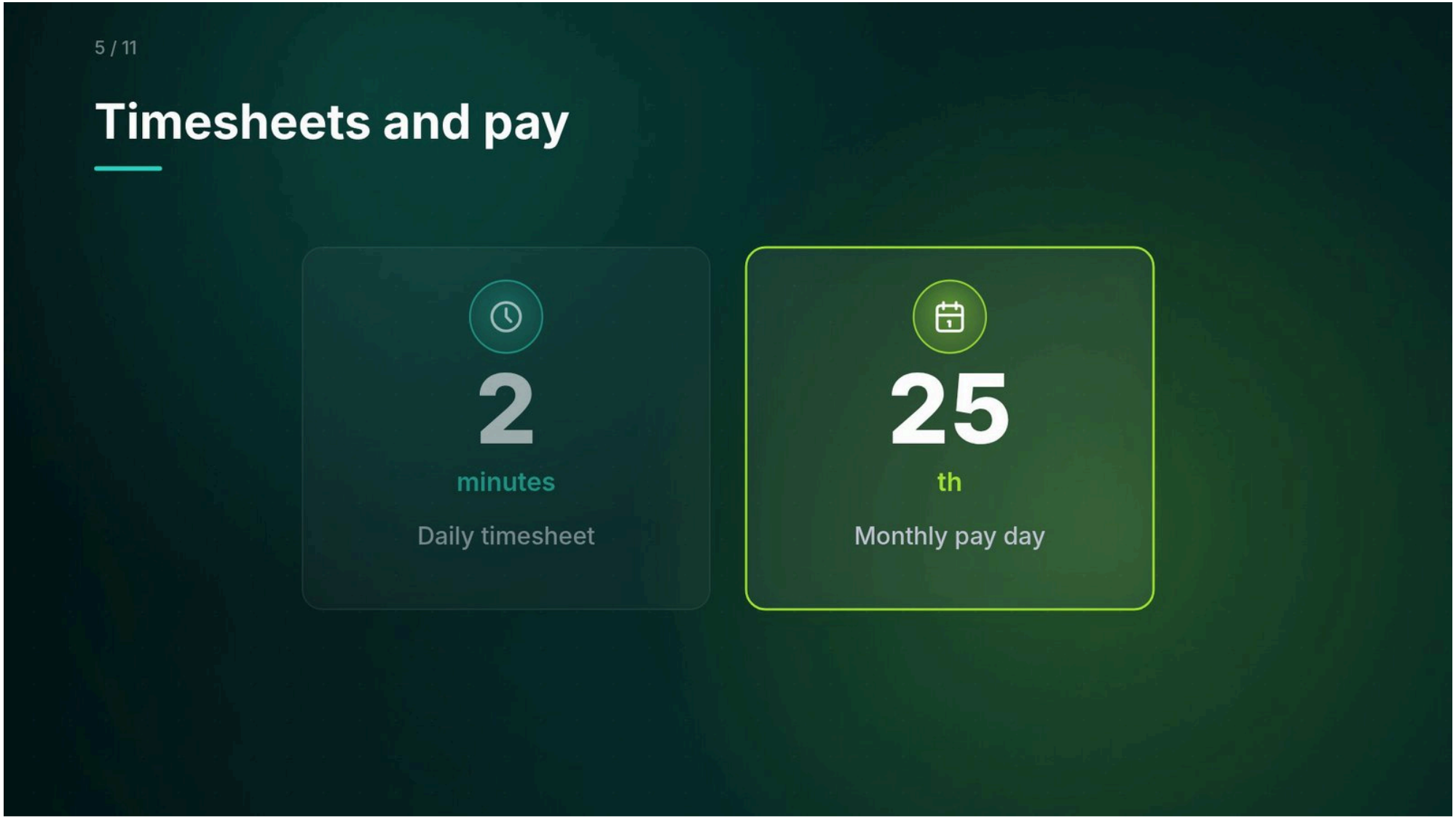
3 / 11 · Your first week at a glance

On Monday, arrive at 9:30 for an office tour, laptop set-up with IT and lunch with your team. Tuesday, you agree your first 90-day goals with your manager. Wednesday brings a 45-minute health and safety induction, plus a site tour if your role visits sites. Thursday, you shadow a colleague. Friday, check in with your buddy, then join team lunch at 12:30.



4 / 11 · Getting set up

Set-up happens in four steps. First, sign in with IT's temporary password, choose your own and turn on two-step sign-in, or you can't open project files. Next, add your photo and title to email and chat, and join #announcements and your team channel. Then record your time against a project code daily, because clients are billed by the hour. Finally, finish the payroll form by Wednesday.



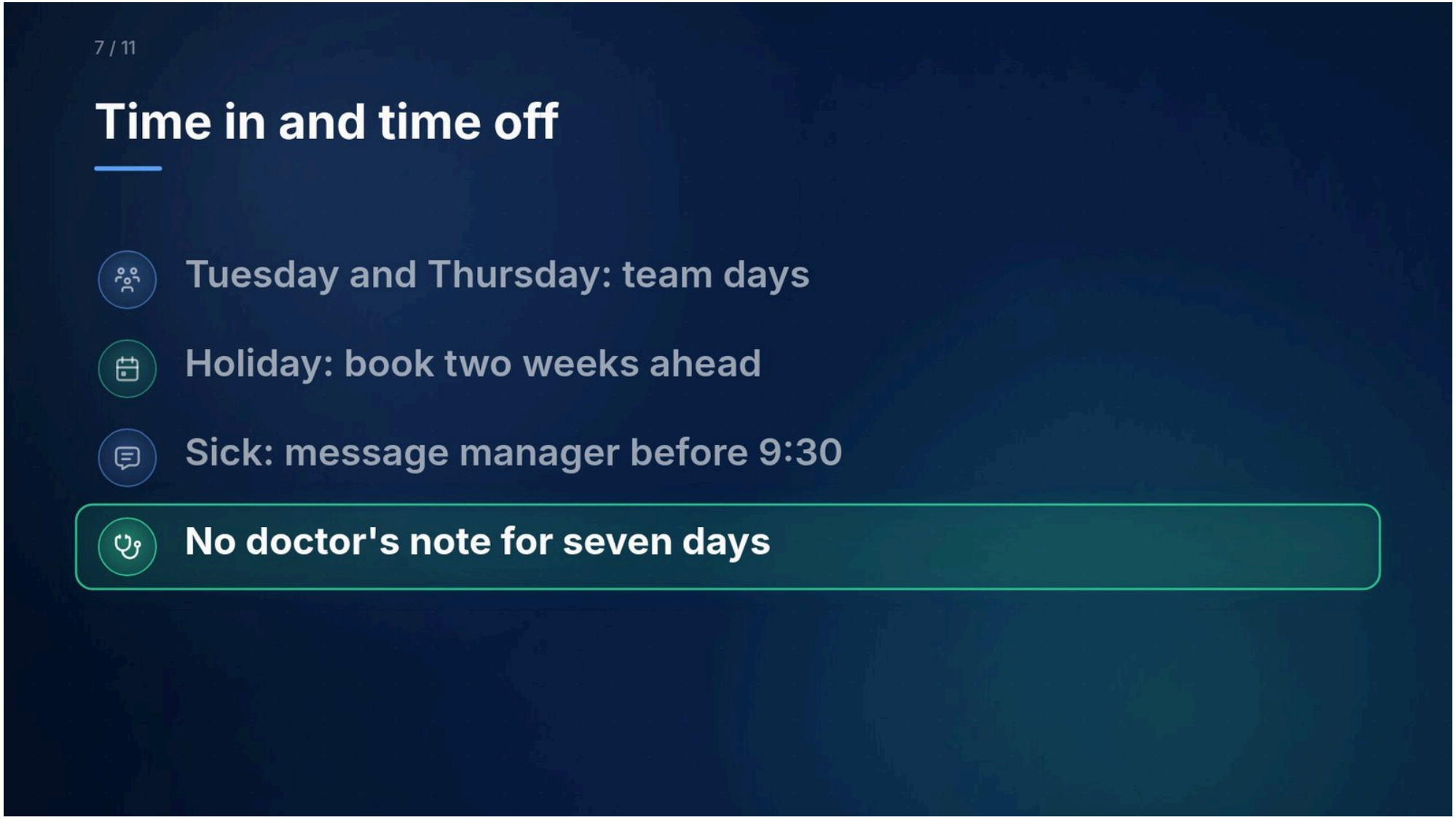
5 / 11 · Getting paid on time

Two small habits keep the money side running. Your timesheet takes about two minutes, so fill it in by the end of each day. And if your new starter form is in by Wednesday, you'll be paid in the next run, with pay day on the 25th of each month.



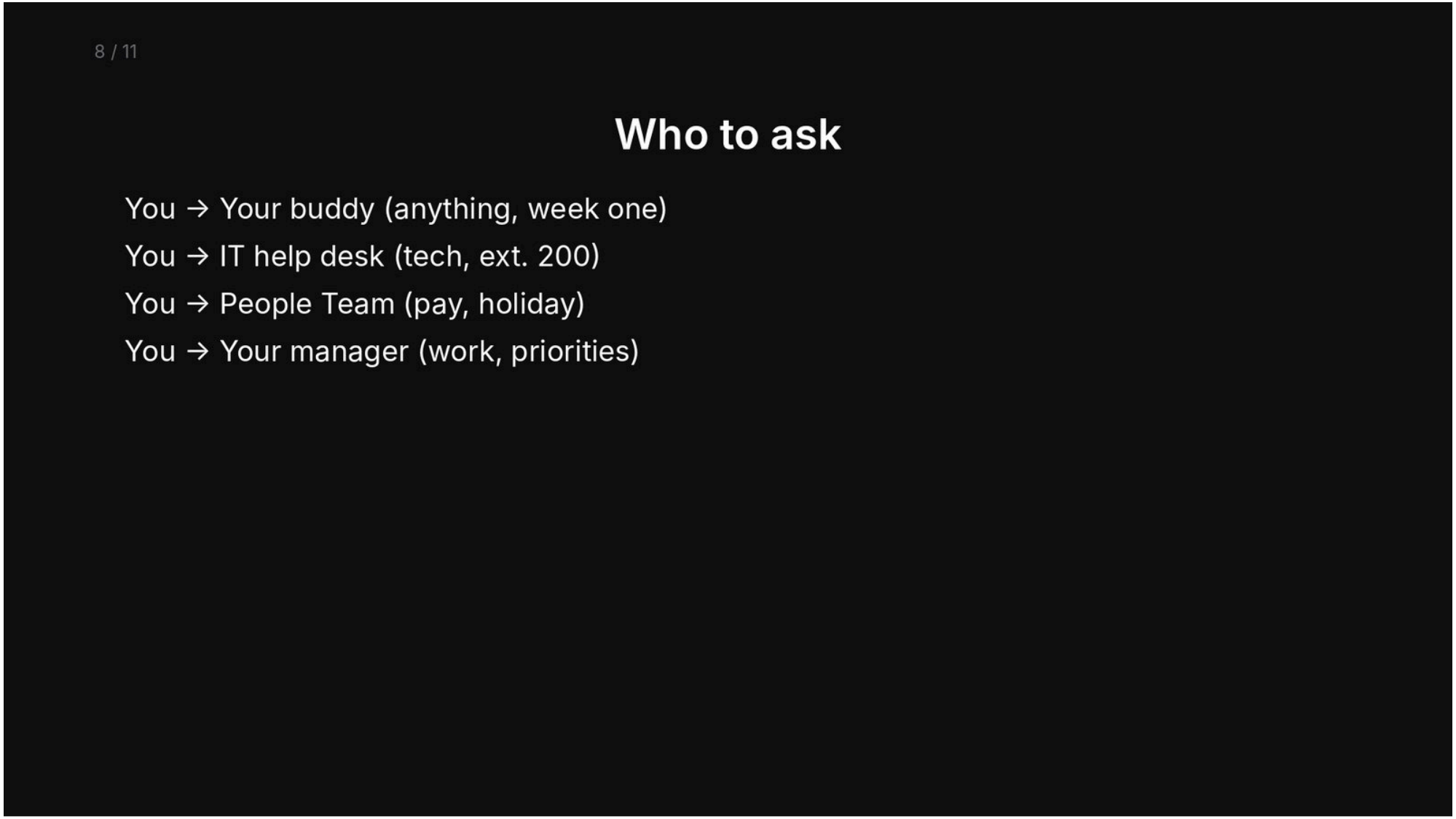
6 / 11 · Working hours in numbers

Your working week is 37.5 hours. Core hours run from 10:00 to 16:00, and you agree how to fit the rest with your manager. You'll be in the office at least three days a week. And you get 25 days of holiday a year, plus public holidays.



7 / 11 · Team days, holiday and sick days

Tuesdays and Thursdays are team days, when everyone is in. Request holiday in the People portal at least two weeks ahead. If you're ill, message your manager before 9:30 on the first day. You won't need a doctor's note for the first seven days.



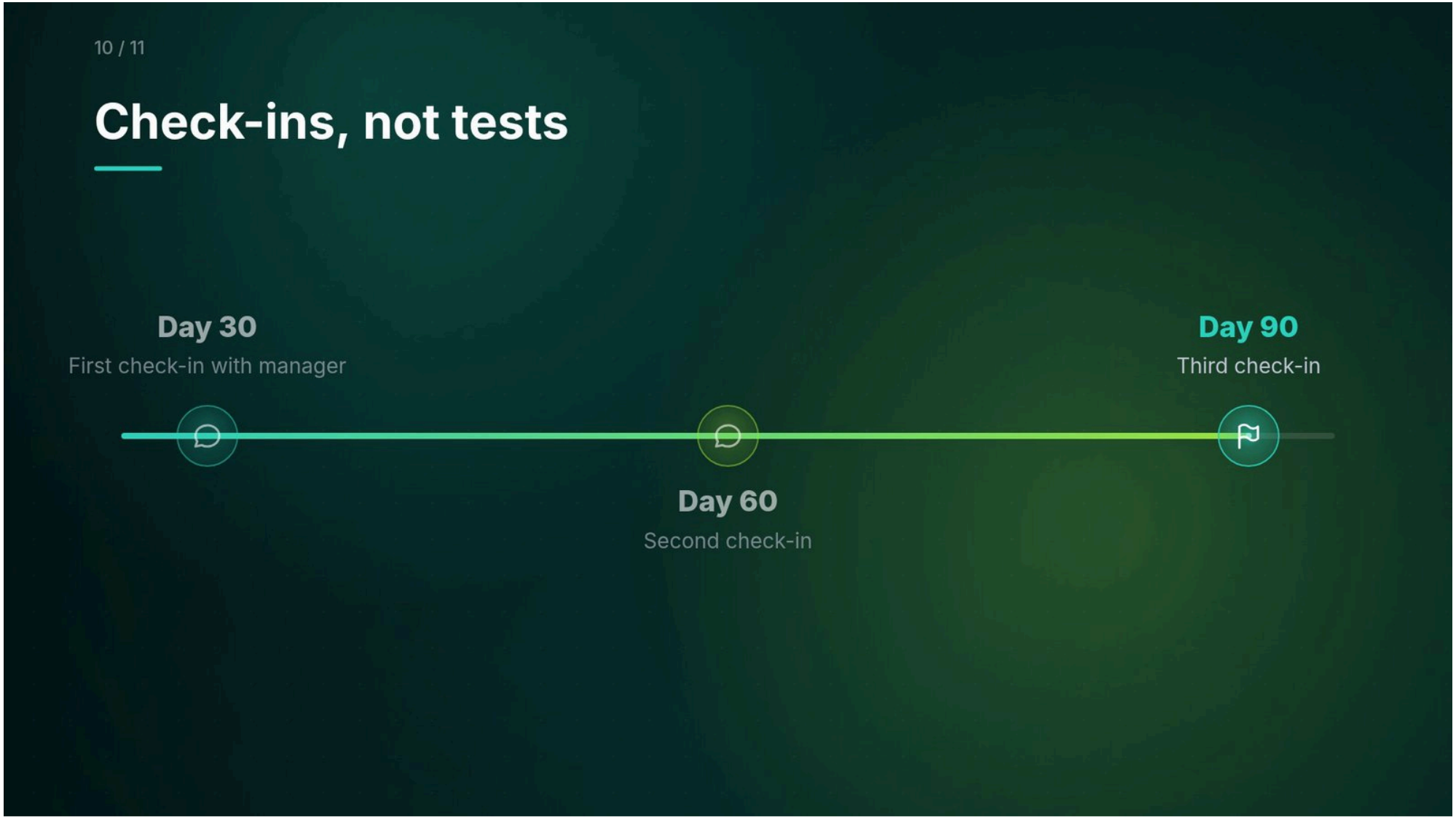
8 / 11 · Who to ask

In week one, ask your buddy about anything at all. For laptops, passwords and software, go to the IT help desk on #it-help or extension 200. Questions about pay, holiday or contracts go to People Team by email. And for your work and priorities, talk to your manager.



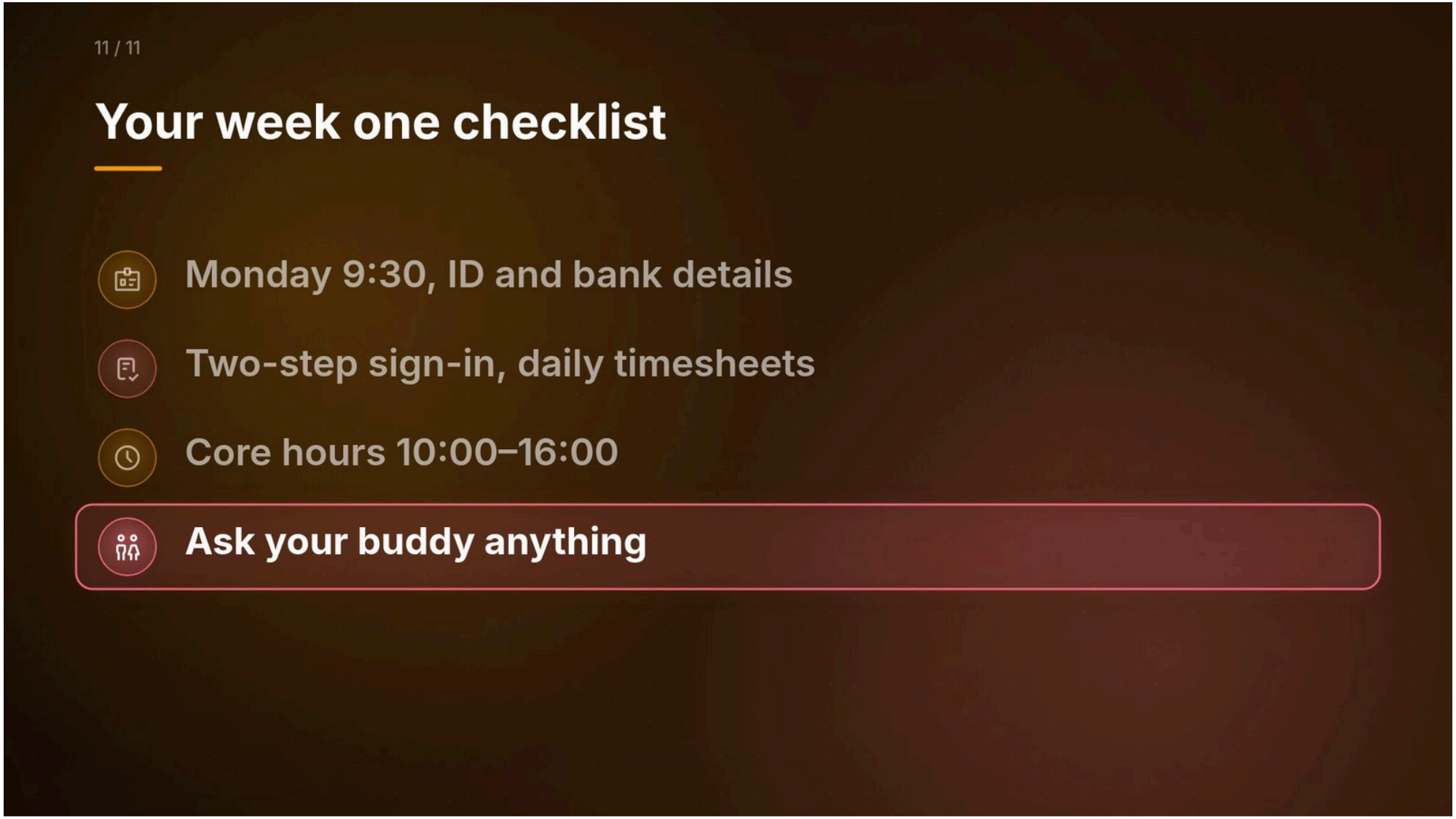
9 / 11 · Three rules from day one

Three rules apply from your very first day. Lock your screen whenever you leave your desk, because client drawings are confidential. Never share your password, even with IT, who will never ask for it. And wear your site safety gear: no hard hat and boots means no site visit, with no exceptions.



10 / 11 · Your first 90 days

Beyond week one, you'll have check-ins with your manager at 30, 60 and 90 days. These aren't a test. They're a chance for questions in both directions, so bring yours along.



11 / 11 · Recap

To recap: arrive Monday at 9:30 with photo ID and bank details. Secure your sign-in and fill in timesheets daily. Remember core hours of 10 to 4 and team days on Tuesday and Thursday. And when in doubt, ask your buddy.