Welcome to Calder & Rowe: your first week

Calder & Rowe Architects · Employee handbook, section 1 · For new starters in every team · Sample handbook written for the DocReel demo

Welcome, and thank you for joining us. This section covers what happens in your first five days, how to get set up, and the few rules everyone needs from day one. You don't need to remember it all: your buddy and your manager are there to help.

Before your first day

- You will get an email from People Team with 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. If you work from home on day one, it is sent by courier two days before.

Your first week at a glance

Day	What happens
Monday	Arrive at 9:30. Office tour, laptop set-up with IT, lunch with your team.
Tuesday	Meet your manager to agree your goals for the first 90 days.
Wednesday	Health and safety induction (45 minutes) and a tour of a live project site, if your role visits sites.
Thursday	Shadow a colleague on a current project.
Friday	First-week check-in with your buddy. Friday team lunch at 12:30.

Getting set up

1. **Sign in.** Use the temporary password from IT, then choose your own and turn on two-step sign-in. You can't open project files until you do.
2. **Email and chat.** Add your photo and job title. Join the #announcements channel and your team's channel.
3. **Timesheets.** We bill clients by the hour, so everyone records time against a project code. Fill yours in by the end of each day; it takes two minutes.
4. **Payroll.** Complete the new starter form by Wednesday so you are paid in the next run. Pay day is the 25th of each month.

Working hours and time off

- **Hours:** 37.5 hours a week. Core hours are 10:00 to 16:00; fit the rest around them and agree your pattern with your manager.
- **Hybrid working:** at least three days a week in the office. Tuesdays and Thursdays are team days for everyone.
- **Holiday:** 25 days a year plus public holidays. Request it in the People portal at least two weeks ahead.
- **Sick days:** message your manager before 9:30 on the first day. You don't need a doctor's note for the first seven days.

Who to ask

If you need	Ask
Anything at all in week one	Your buddy
Laptop, passwords, software	IT help desk: #it-help or ext. 200
Pay, holiday, contracts	People Team: people@calderrowe.example
Your work and priorities	Your manager

Three rules from day one

1. **Lock your screen** whenever you leave your desk. Client drawings are confidential.
2. **Never share your password,** even with IT. They will never ask for it.
3. **Wear your site safety gear.** No hard hat and boots, no site visit. No exceptions.

> **Your first 90 days:** you will have check-ins with your manager at 30, 60 and 90 days. They are for questions in both directions, not a test.

Calder & Rowe Architects is a made-up company. This sample handbook section was written for docreel.app to show how an onboarding guide becomes a video.