

ONBOARDING PROGRAM COMMITMENT

Andlauer Healthcare Group (“AHG”) ensures all employees and Owner-Operators are provided with the tools to be successful in the workplace. Understanding the nuances, people, and processes within our environment is essential to ensuring continued success. At AHG we use a combination of onboarding and orientation to ensure our employees and owner-operators achieve full understanding of their workplace and environment.

PURPOSE

As part of our attraction and retention programs, we believe a robust and clear Onboarding Program for new and returning employees and owner-operators is essential to ensure clarity, understanding, and to showcase the values of our organization.

As an employer of choice, attracting and retaining talent through workforce employee programs continues to be our primary focus and the framework that drives our success and our unique culture.

WHO CAN PARTICIPATE IN OUR ONBOARDING PROGRAM?

New and returning employees and owner-operators of our AHG entities.

Under certain scenarios, current employees may be required to complete the onboarding program when returning from a leave or promotion/lateral changes within the organizations.

ONBOARDING PROGRAM STRUCTURE

The Onboarding Program ensures that all employees and owner-operators understand policies and practices within the workplace. Onboarding includes orientation of each person’s respective areas of responsibility.

The onboarding process is a multi-functional and cross-departmental process. The responsibility of onboarding lies equally between functional areas such as human resources (HR), the hiring department, and our learning and development team.

Where possible, we use human capital management systems to help enable the onboarding process. The program ensures that the following items are clearly completed:



- Each new associate receives an introduction to the onboarding process prior to their onboarding date.
- The process ensures all personal information and administrative activities are completed ahead of any milestone dates.
- The organization and current workforce are made aware of the onboarded employee or owner-operator, as required.
- Learning and development training paths are introduced prior to the employee/owner-operator working independently.
- 30/60/80-day reviews are completed to provide and elicit feedback from the employee or owner-operator. This information is used to increase onboarding exposure for participants and to enhance our program.
- Onboarding feedback results are reviewed regularly.