

## **WELCOME OFFICE**

The WELCOME OFFICE service aims to provide good working conditions for those joining the Centre in terms of visas, work permits, health insurance, medical care, accommodation, meals and leisure activities and, where appropriate, support for family members. The induction procedure may vary depending on the country of origin of the new employee.

1. The TBU International Office provides the new employee's induction documents and informs the TBU and UNI Human Resources Departments of the new employee to be inducted.
2. The new employee will be provided with documents relating to his/her visa, if applicable. This includes the provision of the Welcome Office Handbook, which contains information on accommodation, meals, work permit & visa requirements, health insurance and medical care.
3. The TBU Human Resources Department informs the new employee of the activities planned for the first day at work.
4. The TBU Human Resources Department will arrange for the signing of the employment contract.
5. On the first day at the Centre, the employee receives the Employee Handbook in paper form. The document is also available online on the TBU website. The handbook contains all the important information, including attendance, working hours, benefits and training.