

Welcome kit: example of content

The company

- Short history and description of the company
- Simplified Organization Chart with the names of key persons (HR manager, Chief of Dept., Tutor, Mentor/buddy)
- Company values (code of conduct)
- Working hours
- Holidays calendar (religious and civil)

Principles of labour law

- The residence permit for work: procedures for renewal and issue; reference bodies
- The working contract (main rights and duties)
- Company procedures to apply for holidays, permits, sickness and accidents leave
- Payment times and methods
- Basic notions of how to read a payslip

Rights of foreign citizens and workers

- National health care
- What is the health code/fiscal code for?
- Safety at work: rights and duties of employees and employers
- Education and permanent education (mandatory and voluntary): list of places where to learn
- Recognition and validation of foreign certificates

Family

- The national school system
- Rights of working parents
- Reconciliation of working and living times
- Social services in the area

Social life

- Public transportation means
- Company conventions for leisure, sport, culture
- Search and find lodging (rules on purchase and rental)



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