

Fillable PDF — type into the shaded boxes on your computer and save, or print it blank and fill by hand. Tick boxes are clickable on screen.

1. Employee details

Full name, Designation, Unit / location, Reporting manager, Employee ID, Department, Date of joining, Email / phone

2. Training details

Module: Staff Onboarding Training Module — IC LLP (v1), Date(s) of training, Mode: Facilitator-led, Self-paced, Loyaltry LMS, Conducted / verified by, Knowledge check: Score / 6, Passed (≥5/6), Re-take required

3. Topics covered (tick each as completed)

- Welcome & about the Company, Employment basics — probation, Pay, benefits & pay confidentiality, Leave & Attendance Policy (CL/SL/EL, OD, gate pass, comp-off), Code of Conduct — safety, Quality & honest records, Respect, POSH & relationships, Confidentiality, data, IP, Conflict, gifts & anti-bribery, Notice period & leaving well, Where to get help (HR / IC / safety), Tools & system access set up

4. Employee declaration

I confirm that I have undergone the Staff Onboarding training above, that its content was explained to me in a language I understand, and that I have read and understood my Employment Agreement & Code of Conduct (including the Code of Conduct, confidentiality, POSH, and conduct provisions). I agree to comply with them, and my questions were answered.

Employee signature

Name (block letters)

Date

5. HR / Trainer confirmation

I confirm that the above employee completed the onboarding training, that the topics were covered, and that this record (with the signed contract and collected documents) has been filed in the employee record and recorded in the HRMS (Loyaltry).

HR / Trainer signature

Name & designation

Date

Retention: file in the employee's personnel record and upload a scanned/saved copy to Loyaltry (Onboarding → Documents). One form per employee. | Ishman Components LLP · HR & Admin · Form HR-ONB-01 (v1)