



YOUR FIRST WORKING DAY AT SINOVO

WELCOME!

We are very pleased that you would like to strengthen our teams in different divisions at SINOVO.

Our three divisions:

- Software & health apps as medical device
- Quality management for software & app development
- Cross-industry individual software
- Digital workplace solutions & IT infrastructure operations



Our aim is to provide products and services with high benefits for our customers and thus to establish long-term and close customer loyalty.

In our team, open, trusting interaction and exchange are just as important to us as flat decision-making levels and a positive approach to mistakes.

Your decision to invest time in SINOVO should not be a "one-way ticket", but we would like to support you in developing your pro-

fessional as well as your personal skill and to find long-term meaning and satisfaction in your work.

ONBOARDING ON THE FIRST DAY

On your first day with us you will mainly be introduced to our company.



Getting to know your division

The colleague from the personnel department will explain and show you your future working environment. This includes:

- Your workplace, your colleagues
- Working time and/or break regulations, working time recording, vacation request
- Responsibilities of employees in other divisions at SINOVO
- Company regulations, data protection & occupational safety regulations
- Company tour

For lunch, you will meet with your mentor¹ and/or team colleagues.

Starting your new job

Your mentor will discuss with you your new tasks with us:

- Introduction to your first tasks
- Joint discussion of your introductory phase
- Time for a joint exchange of ideas and feedback about your first day at SINOVO

WELCOME MEETING IN THE FOLLOWING DAYS

You will get an introduction to important information from your mentor or an experienced colleague - e.g. about:

- Corporate structure/company organization chart
- Company goals & strategy
- Range of products and services
- Customer relations
- Processes in the company



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¹ **Gender note:** For reasons of readability, the male form was chosen in the text, but the information nevertheless refers to members of all sexes (male, female, diverse).