

New Employee Onboarding Form

Welcome to Abt Associates!

In order to enroll you as a new employee, we respectfully request that you complete this form, which consists of four sections:

- 1) Policies Acknowledgment
- 2) Basic Information
- 3) Emergency Contact Information
- 4) E-mail Preference

In all cases, please be sure to provide your answers in English

Please return this form to the HR person listed in your offer letter as soon as feasible; it is important information that we need to initiate your employment status.

I. Policies Acknowledgement

With my signature below, I acknowledge that I have received and read the following documents:

- Abt Associates International Employee Reference Guide
- Benefits Summary
- Abt Associates Code of Conduct

With my signature below, I agree that as an employee of Abt Associates, I will abide by the contents of these documents, and agree that the Company has the right to change the content of these documents, informing me of such changes.

With my signature below, I agree that Abt Associates has the right to collect payroll advances (such as travel advances) and/or correct payment errors through payroll withholdings, in line with standard Abt Associates policies and in compliance with local labor law.

Printed Name

Signature

Date

Witness (Printed Name)

Witness (Signature)

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II. Basic Information

Please provide us with some basic information about you. This information is important in completing our hiring records.

Date of Birth: _____
(mm/dd/yyyy)

Gender: ☐ Male ☐ Female

Education (Highest Degree attained): _____

Date of Graduation: _____
(mm/dd/yyyy)

Country of Citizenship: _____

III. Emergency Locator / Contact Information

Please provide information that we can use in case of emergency, including your personal information, and the name and contact information of at least one emergency contact. This information will be kept confidential and will not be used for any other purpose(s).

Your cell phone number (if any): _____

Your personal email address (if any): _____

Emergency Contact 1

In case of emergency, please contact:

Name: _____

Relationship _____

Street Address: _____

Telephone Number _____
Cell Number _____

Email address _____

Special Instructions _____

Emergency Contact 2

In case of emergency, please contact:

Name: _____

Relationship _____

Street Address: _____

Telephone Number _____
Cell Number _____

Email address _____

Special Instructions _____

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IV. Email Account Set-Up

In an effort to get you set up on Abt Associates' email system as soon as possible, we would like to ask for your preferred email address.

Our default protocol is to put your first name, then an underscore, then your last name. For example, if your name is William Johnson, your email would be created as:

William_Johnson@abtassoc.com

However, many of our employees prefer to use other names in their email addresses. For example, William Johnson may prefer:

Will_Johnson@abtassoc.com or
Billy_Johnson@abtassoc.com

My preference for my email address is:

☐ Use the default protocol, which will be my full first name and full last name, as noted on my Employment Application and / or Resume.

☐ Use an alternate email address:

First Name _____

Last Name _____

Please understand that Abt reserves the right to final configuration. In some cases your preferred name may already be used by an existing employee. Abt may also elect against using nicknames considered be inappropriate or misleading.