

Onboarding Overview

At Canon it is very important to us that you have a smooth transition in to your new position and responsibilities. In order to introduce you to our organizational structure, vision, values and products we provide a comprehensive onboarding process that will get you up to speed quickly and easily.

Start Day Orientation

- **For those employees attending orientation at Lake Success, NY:** Orientation lasts approximately three hours, including breakfast and the completion of various forms. During the orientation, you will receive an overview of Canon and some specific information about life as a Canon employee. At the end of the start day orientation, typically your manager will meet you and take you to your department.
- **For all other employees:** All employees are expected to participate in the start day orientation activities associated with their location. Like the Lake Success orientation, you will be required to complete various forms.

Start Day Orientation Presentation

The following topics are presented during the orientation presentation:

- Canon's Philosophy and Values
- Canon's Global Locations
- Canon's Organizational Structure
- Canon Americas
 - Overview of Canon Americas businesses, subsidiaries and organizations related to research & development, manufacturing, financing and administration
- Your Life at Canon
 - Overview of benefits such as: medical and dental plans, retirement plans, life insurance, time off and a variety of company policies and procedures

Next Steps in your Onboarding Process

You will need to complete several required courses, some in a classroom setting and others online. You will be contacted to attend these courses. It is important that you coordinate your attendance with your manager.

Congratulations on joining the Canon team!