

New Team Member Checklist

Information to be reviewed

✓	Item Name	Where can I find this?	Completion Date
	Current Benefit Program – Contribution Rates	Orientation Kit (received on your first day)	Detailed information about benefits contribution rates
	Current Holiday Schedule	Orientation Kit (received on your first day)	Indicates scheduled holidays for the current year
	Back at your desk guide	Orientation Kit (received on your first day)	A quick reference guide that will help employees to perform some basic tasks
	Benefits informational tabs	Welcome package (sent to your home)	Provides a brief overview of the benefits that are enjoyed by our employees
	Canon Americas Environmental Charter	Canon USA website, Orientation Kit	Details our philosophy and policies of environmental assurance
	Canon Employee Savings & Retirement Plan	Orientation Kit (received on your first day)	Gives a brief overview of our employee savings and retirement benefits
	Corporate Compliance Program Overview	Orientation Kit (received on your first day)	Gives a brief overview of our compliance policies and procedures
	Employee Handbook	Human Resources Online on the Canon Intranet website	Sets forth Canon's expectations and provides useful information about the workplace
	Welcome to the World of Canon DVD	Welcome Kit	Highlights our diversity of people and products