New starters

Welcome to Harbor & Pine

Your first week, slide by slide

Harbor & Pine, a fictional company for this example

Who we are

We make outdoor furniture from reclaimed wood.

3
workshops

140
people

12
years building

Your first day

- **9:00** Collect your badge and laptop at reception
- **10:00** Meet your buddy for coffee and a tour
- **14:00** Safety walk through the workshop

The tools you will use

- **Team chat** for quick questions, any time
- **The task board** for what you are working on
- **The team wiki** for how we do things

Safety first

- Wear ear defenders in the workshop, always
- Report a near miss the same day
- First aiders wear a green lanyard

Your first week checklist

- ✓ Finish the security course
- ✓ Shadow a build from start to finish
- ✓ Book your first one-to-one