

Who to ask, where to begin

- **Your buddy**

Ask about the office, team vocabulary and how the week is going. No question needs to wait for a formal meeting.

- **Your manager**

Confirm your first task, expected outcome and review time before you start. Tell your manager if a dependency blocks the work.

- **People Operations**

Use the company HR system for personal forms and policy acknowledgments. Do not put personal documents in the shared reading pack.

- **IT support**

Follow the account invitation sent through the approved setup process. Report missing access to IT; never share passwords in team chat.

Working agreement: write decisions in the project thread. Ask the owner before changing a handoff date.