

## ONBOARDING PROCESS

Once set up on EV People, you will be sent an e-mail welcoming you to the platform and to complete your Onboarding process, along with details on logging into the platform:

Dear

You are receiving this email because EV Cargo has created an account for you in EV People (powered by Dayforce). Your EV People account will provide you with access to important information and features.

To activate your account, you will need your **company** and **username** identifiers.

Your company is: evpeople

Your user name is:

Days before link expiry: 3

In order to activate your account, click the link below.

[ACTIVATE YOUR ACCOUNT](#)

If you can't click the link above, paste the following link into your web browser:

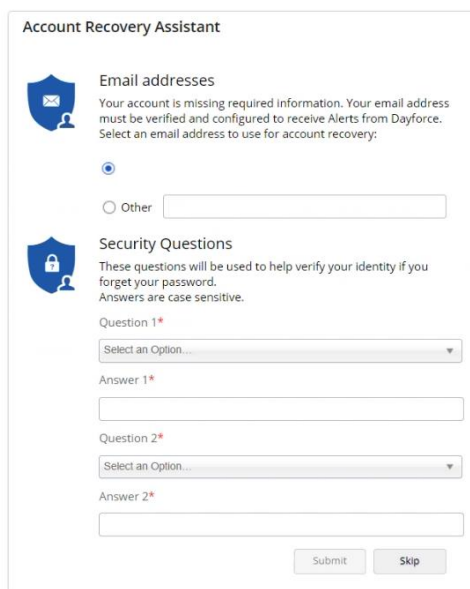
<https://www.dayforcehcm.com/mydayforce/Onboard/validatetoken?tokenid=Te31Ifa4Xers1n924QvnfLBrGCYpzMNFptazDOcj20q7%2b%2ftxT8fV0nTVWG%2fGytnF&ns=evpeople>

**If you do not activate your account within 3 days before expiration, the link will expire.** In that event, please contact your Manager or the People Services Team for additional assistance if you have any issue logging into the system.

This email has been sent automatically via the EV People system, therefore please do not reply to this email. If you have any queries regarding the above, please email the EV Cargo People Team on [evcuk.peopleservices@evcargo.com](mailto:evcuk.peopleservices@evcargo.com).

Kind regards  
EV Cargo People Team

Once logged in for the first time, you will be prompted to choose a new password, as well as set up security questions and verify your e-mail address for account recovery:



**Account Recovery Assistant**

**Email addresses**  
Your account is missing required information. Your email address must be verified and configured to receive Alerts from Dayforce. Select an email address to use for account recovery:

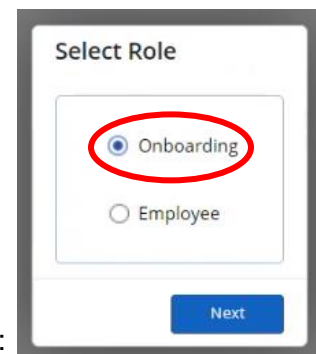
[Selected Email Address]

Other

**Security Questions**  
These questions will be used to help verify your identity if you forget your password. Answers are case sensitive.

Question 1\*  
Select an Option...  
Answer 1\*

Question 2\*  
Select an Option...  
Answer 2\*



**Select Role**

Onboarding

Employee

With security questions submitted, you can select your Onboarding role:

You will be greeted by a welcome letter from Heath Zarin, EV Cargo's Chief Executive Officer:



**Heath Zarin**  
CEO - Chief  
Executive Officer

## Welcome to EV Cargo!

Hello

As founder and Chief Executive of EV Cargo I'd like to take this opportunity to personally welcome you on board.

I hope the following brief introduction will help you understand more about our business - but, simply put, you are joining one of the world's leading global freight forwarders and technology-enabled supply chain services providers.

It's a business which is grounded by its company values of growth, innovation and sustainability. It's powered by over 2,300 highly-skilled supply chain professionals, operating in more than 150 countries.

The world's leading brands not only trust EV Cargo to manage their supply chains, but to act as a critical and fully integrated extension of their supply chain organisations.

As the latest member of the EV Cargo family, I hope that you will seize the opportunity to play a part in our future success.

I look forward to working with and meeting you in the near future.

Underneath this, you will find a section including an introduction to the company with links to any introduction documents related to your role.

### Resources

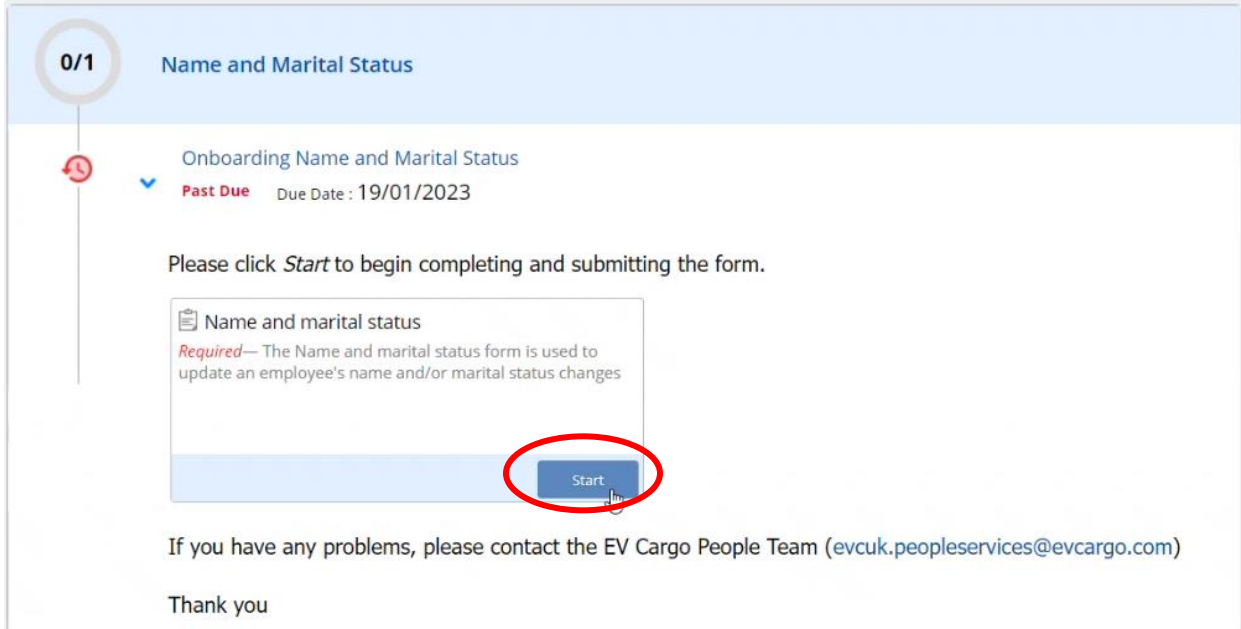
The links below provide a wealth of information to help new employees transition smoothly into employment.

#### Onboarding Introduction

[Onboarding Introduction Document](#) (pdf, 2.8 MB)

Next, you will find a series of forms which need to be completed as part of your onboarding process to capture information around any name, contact and bank details changes, your emergency contacts and beneficiaries, the HMRC Starter checklist to correctly set up your tax code, a short Equality & Diversity form, and space to tell us about yourself.

For each form, you can click the arrow to expand the information and click Start to process the form:



**0/1** Name and Marital Status

Onboarding Name and Marital Status  
Past Due Due Date : 19/01/2023

Please click *Start* to begin completing and submitting the form.

**Name and marital status**  
*Required*— The Name and marital status form is used to update an employee's name and/or marital status changes

**Start**

If you have any problems, please contact the EV Cargo People Team ([evcuk.peopleservices@evcargo.com](mailto:evcuk.peopleservices@evcargo.com))

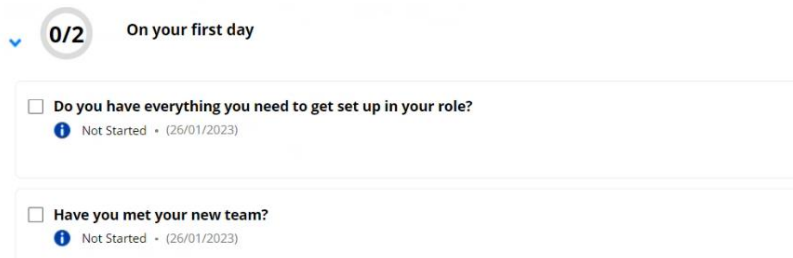
Thank you

Complete the form and press 'Submit' once you have made your changes. Repeat this process for each of the forms in this list.

Finally, you can scroll through to the Employee Checklist area and mark as complete any points you have completed in your first day/week with the company:

### Employee Checklist

Here is a useful checklist for your first day and week to help you get settled in to your new role at EV Cargo.



**0/2** On your first day

Do you have everything you need to get set up in your role?  
Not Started • (26/01/2023)

Have you met your new team?  
Not Started • (26/01/2023)

0/2 During your first week

Have you completed all the onboarding personal details forms?  
Not Started • Due in 3 Days (29/01/2023)

Have you completed the DSE Assessment (if applicable for your role)?  
Not Started • Due in 7 Days (02/02/2023)

Depending on your job role, the information requested or presented may be slightly different, but working with your manager you can action the checklists for your first day and week.