



Raytheon
Technologies

New Hire
Onboarding Checklist
and Materials

Then...



The Raytheon Company was founded in 1922 in Cambridge, Massachusetts, by Laurence K. Marshall, Vannevar Bush, and Charles G. Smith. The name Raytheon means "light of the gods."

...and Now

Today, Raytheon Technologies is one of the largest aerospace and defense manufacturers in the world by revenue and market capitalization. Raytheon Technologies manufactures aircraft engines, avionics, aerostructures, cybersecurity, guided missiles, air defense systems, satellites, and drones.



New Employee Schedule & Checklist: Day One

0700 Inprocessing and Security will meet you in the lobby and guide you to their offices. You will get your employee badge and set up your PIN.

- Bring birth certificate.
- Bring driver's license.

0800 Go up to the office and meet the team. We are in room 312 (see map on page 5).

0830 - Get orientation briefing in conference room.

Notes: _____

0930 Work on required certifications (see instructions on page 6).

1130 - 1300 Lunch. You may go off-site, eat in the rest area, or eat outside. Please do not eat in the office!

1300 Work on required certifications.

1530 Meet in office and go over any questions you may have.

1600 End of day.

New Employee Schedule & Checklist: Day Two

0700 Meet security in main lobby of customer site.

0730 Security briefing, acknowledgements and NDAs.

Notes: _____

0900 Return to Raytheon building and meet in the conference room. Go over any questions, and then continue to work on certs.

1130 Lunch.

1230 Return to office. Work on certs.

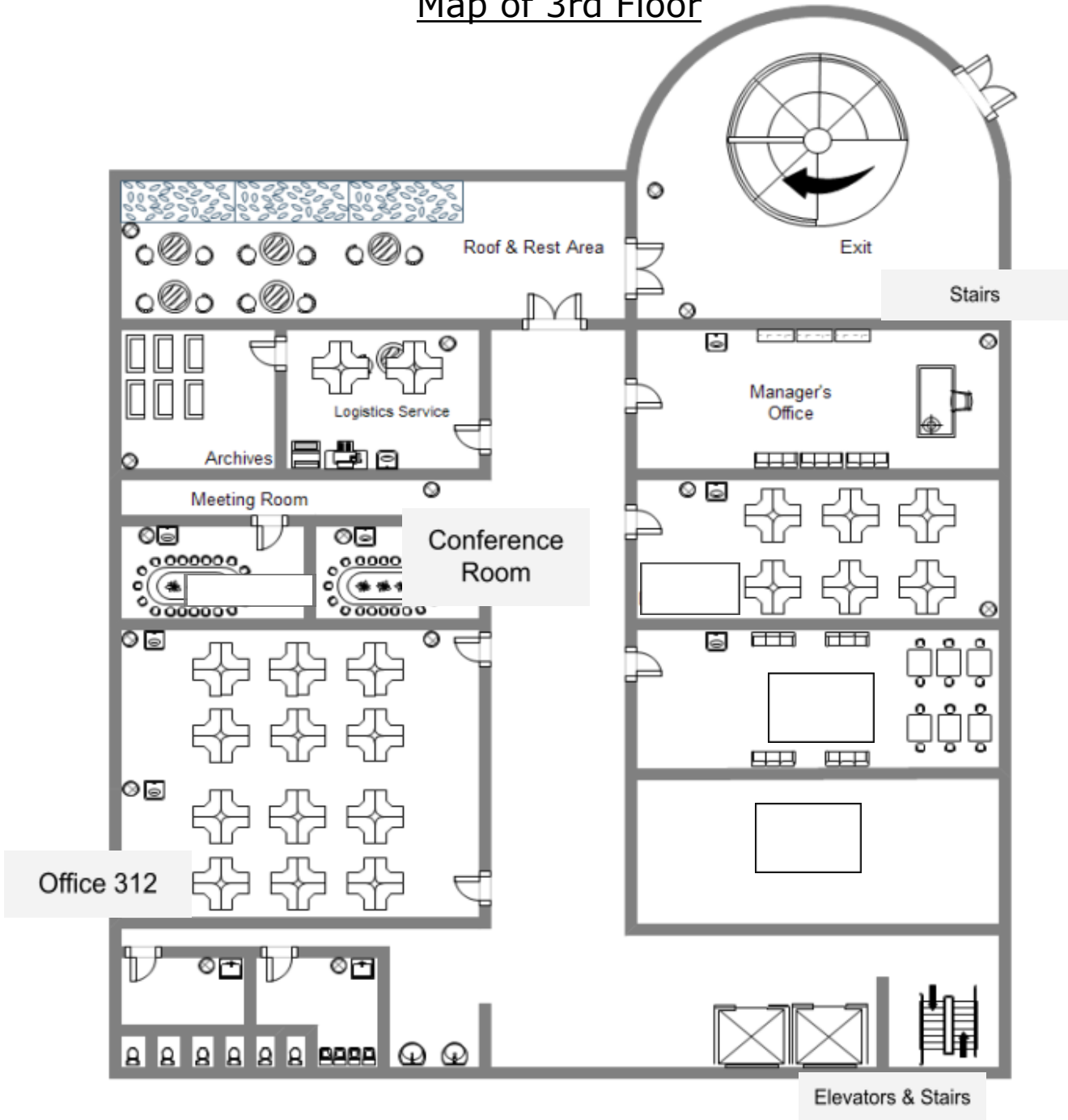
1300 Zoom meeting to verify credentials, paperwork, account all correct.

Notes: _____

1430 Take care of any leftover issues, work on any remaining certs.

1600 End of day.

Map of 3rd Floor



Required Online Training and Certifications

Employee Username: _____

Log-in Password: _____

- 2018 Human Trafficking Awareness Training (HTAT2018)
<https://raytheon.com/fake/certifications/2018HTAT.html>
- Physical and Environmental Safety Regulations and Requirements (ESR2210)
<https://raytheon.com/fake/certifications/ESR2210.html>
- Annual Classification and Document Chain of Custody Training (ACDCC0229)
<https://raytheon.com/fake/certifications/CLASS0229.html>
- Sexual Harassment and Assault Prevention Training (SHAPT2020)
<https://raytheon.com/fake/certifications/SHAPT2020.html>
- Ethics and Compliance (E&C1033.4)
<https://raytheon.com/fake/certifications/EandC10334.html>
- Employee Health and Wellbeing - Mentally, Physically, Financially (EHaW2016)
<https://raytheon.com/fake/certifications/2016-final-EHaW.html>

When you finish your training, please complete the following:

- When it awards you the certificate of completion, click PRINT.
- Select SAVE AS PDF and save in the *temporary* download folder.
- Log in to your employee email and create a folder named "Training and Certifications."
- Send yourself an email with all your certs attached.
- When the email arrives, mark it as READ and file it under the folder you just made, the "Training and Certifications" one.

Now you will never lose your certificates!

Office Dress Code and Employee Code of Conduct

On customer sites or workfloors, employees are required to follow local safety rules and regulations, such as wearing PPE (Protective Eyewear), hardhats, and safety harnesses. Ask the on-site OSHA representative for clarification if anything is not listed or confusing.

Employees are required to:

- Look professional at all times.
- Enter and exit the office in professional clothing. (You may come to work, or leave work in gym clothes, but they may not be worn inside the office.)
- Wash all their own dishes and not leave them in the sink for the cleaning staff.

Employees are allowed to:

- Dye their hair any color, and wear their hair in any professional style.
- Have bare shoulders only if wearing a dress or business-casual blouse.
- Organize potlucks, White Elephant gift exchanges, or other at-will activities.
- Wear open-toed shoes or dressy sandals in the office. Swim shoes are not permitted.

Employees may not:

- Chew gum or eat when speaking to a customer or potential client (unless it is a work lunch).
- Make sexist, racist, or any inappropriate jokes or comments towards your coworkers (or while in their presence).
- Disparage Raytheon or any related companies or holdings on public media or social websites.
- Ask coworkers for donations, fundraising, or similar practices while in the office. (Girl Scout cookies are the **only** exception.)

Please sign, initial, and date this page, and then return it to your trainer.

In Raytheon's effort to conserve resources, I, _____ (full legal name), acknowledge that I have been emailed my benefits paperwork, a copy of my employee contract, and Raytheon's Employee Wellness Program brochure, and that I have read them.

- I have not received them.
- I have received them but I have not read them.
- I have received them, read them, and I understand them.

I _____ (initials) agree that I understood the information in the safety and security briefing, and I _____ (initials) know what to do in emergencies such as a fire, an active shooter, a bomb threat, a terrorist attack, and extreme weather.

I _____ (initials) have signed both my non-disclosure agreement and my 12 months non-compete agreement.

Signed _____ on ____/____/____.

(Optional) Please give us feedback on our training: _____

People first...



...Mission Always.

