

# Welcome to Williams

## (Overview/Checklist for New Employee Ambassadors)



This tool provides New Employee Ambassadors with the list of required paperwork to return to the Talent Acquisition Coordinators for an employee's personnel file, and also serves as your guide when meeting with new employees. Thank you for representing Williams in this important role of creating a positive experience for new employees. If you have any questions about the actions on this list, please contact your designated coordinator. Please return this document along with the required paperwork (see instructions).

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Hiring Manager: \_\_\_\_\_

Your Name: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

*The Mandatory Forms below are located on the onboarding hub and also in the back pocket of this guide.*

Mandatory Forms	Key Talking Points
Policy Receipt Acknowledgement	Explain to the new employee that the policies under the "orange tab" are important to know as soon as they arrive. It is the employee's responsibility to review the policies in detail; however, this form needs to be signed as acknowledgement the employee was informed about these policies, as well as directed to the MyWilliams intranet site>Policies & Compliance where all company policies exist.
Conflict of Interest Disclosure & Authorization Form (if applicable)	Purpose is to self disclose/identify at the start of employment any potential conflicts of interest. If the new employee is in doubt, it's best to complete the form for the manager to review.
Employee Invention & Confidential Information Agreement	The employee should be informed that any inventions that he/she creates using our company's equipment or applications becomes Williams property.
Employee Data Form	Complete entire form so we have accurate information for the PeopleSoft system. We use the mailing address to mail paychecks until direct deposit is set up, benefits information, etc. If relocating, need the most accurate address to update the system.
W-4 Form (only on the Onboarding Hub)	A W-4 form is required so Williams can withhold the correct federal income tax. (Not in the back pocket because the gov. doesn't release the new form until late December or January.)
Electronic I-9 (only on the Onboarding Hub)	Make sure you have uploaded the requested I-9 supporting documents and that they are legible in the First Advantage system. Use low density on the copier/scanner to improve the quality of text that comes through on your scanned documents. Delete when completed.
* Colorado Affirmation of Work Status (if applicable)	Colorado only – attach to the electronic I-9 as supporting documentation in First Advantage.
* State Required Tax Forms (if applicable)	The following states: Alabama, Arkansas, Connecticut, Kansas, Louisiana, Maine, Maryland, Michigan, Mississippi, Missouri, Ohio, and Pennsylvania require additional payroll tax forms be submitted.
Additional Inserts	Key Talking Points
Wellness Program	Describes the current year's program and how you can stay/get healthy and also reduce the health care premiums you pay by getting involved! NOTE: New employee data is sent to our program provider, so it may take a few before you can access the site and create a profile.
Helpful Resources for New Employees (website & orientations)	We have special site on our intranet, MyWilliams, that's just for you! From the landing page, you'll see a link titled <i>New Employees</i> . Also, Williams offers a rotational orientation program that focuses on three different sessions: Career, Company, Pay/Benefits. You can sign up via the New Employees site.
New Employee Checklist: Your First Six Months	Document to help you with outlining steps and tasks for a successful start at Williams.
FERC Training Notice	<b>IMPORTANT – FERC course due first 30 days.</b> FERC is critical training for all employees at Williams and governs access to various systems, however it will not limit their ability to gain access to systems upon their start date. New employees have 30 days to comply by taking the course located in My Career Manager - Learning. Failure to meet restrictions can result in up to a \$1 million fine per day, per violation.

**To expedite the processing of the employee ID, please do the following immediately after the meeting:**



- 1) Scan and email the above paperwork to the designated Talent Acquisition Coordinator.
- 2) Delete all electronic documents from your computer to protect personal information of our new employees.

Guide Section/Tab	Topic	Key Talking Points
<b>INTRO</b> – inside 1 <sup>st</sup> page <i>(very important to cover first; terms a new employee needs to know and will see throughout the guide)</i>	The Williams Way	<ul style="list-style-type: none"> <li>Let's start off with first explaining The Williams Way <i>(read first line or summarize)</i>. Basically, this means there are 4 ways employees are rewarded for working at Williams – called <i>Total Rewards</i> (represented in the compass). You will hear /see this term throughout the guide.</li> <li>Today, we'll provide an overview of all 4 areas and also cover what's in this box <i>(point to blue box; you may want to mention a few of them)</i>.</li> </ul>
<b>COMPANY</b>	CEO and Core Values & Beliefs (CV&B)	<ul style="list-style-type: none"> <li>Alan is our CEO and our CV&amp;B are principles that make us who we are as a company; values we feel most strongly about.</li> </ul>
	Org Structure/Chart	<ul style="list-style-type: none"> <li>This is our top leadership structure and the areas/units that make up the company which are referred to as <i>OAs/FAs</i> <i>(point out the gray boxes with descriptions)</i>.</li> </ul>
	Other Important Areas	<i>(Turning through the following pages, point out...)</i> <ul style="list-style-type: none"> <li>Diversity &amp; Inclusion, Community Service and Employee Awards/Recognition are also an important part of our culture.</li> </ul>
	Enterprise Systems	<i>(Turning through the following pages)</i> <ul style="list-style-type: none"> <li>MyWilliams – company intranet from which most all systems are accessible.</li> <li>HR Information Source – information provided by Human Resources for employees to access 24/7, such as benefits information, career resources, contact lists, etc.</li> <li>PeopleLink – stores our personal information/data (a part of PeopleSoft software).</li> <li>The Work Number – vendor we use that provides employment verification on your behalf to service providers such as banks, mortgage co., social services agencies.</li> </ul>
<b>CAREER</b>	Five Aspects of Leadership	<p>Your career interests are important to us as well. This red section covers the following:</p> <ul style="list-style-type: none"> <li>How we believe everyone at Williams is a leader, whether you have a title or not. We all lead our work activities in 5 primary ways which are listed here <i>(point to page)</i>.</li> </ul>
	Performance Management, Career Management, and Learning Resources	<ul style="list-style-type: none"> <li>This section covers how you'll work with your supervisor to set goals, develop new skills, and use our system, My Career Manager, for performance reviews (evaluations) each year, classes and other career resources, etc.</li> <li>The evaluation/rating process is called <i>Right Way/Right Results</i>. All of us receive a rating which impacts annual bonuses Williams may provide. You'll see more about how that ties to your compensation when we get to the PAY section.</li> </ul>
<b>PAY</b>	Elements of Pay	<ul style="list-style-type: none"> <li>This green section goes into detail about <i>(point to list and say ...)</i> your Base Pay, Bonuses, Stock Awards and Champion Awards. It's important for you to take time to read this on your own and write down questions you may have for your supervisor.</li> <li>The Right Way/Right Results was mentioned earlier and you'll see more information on the ratings process under the Annual Bonus section.</li> </ul>
	Direct Deposit	<ul style="list-style-type: none"> <li>Direct Deposit – for your convenience, we encourage you get set-up ASAP <i>(may ask if they have done this before/familiar with DD?)</i>. To set up Direct Deposit you'll go through PeopleLink; we went over PeopleLink in the Company section.</li> <li>Once you submit your direct deposit information, it may take up to two pay cycles to take effect; your check will be mailed to your address in PeopleLink until it takes effect.</li> </ul>
<b>BENEFITS</b>	Overview	<ul style="list-style-type: none"> <li>We are very fortunate that Williams <u>offers some of the best benefits in the energy industry</u> -- so many that we don't have time to cover them all today.</li> <li>In this yellow section, they are grouped by <i>(point to page and just say...)</i> Health Benefits, Work and Personal Life, Protecting Your Income, Retirement and Savings.</li> </ul> <i>(Turning through the following pages)</i> <ul style="list-style-type: none"> <li>Medical Options</li> <li>Nurse line &amp; MDLive &amp; Wellness Programs</li> <li>Disability &amp; Insurance Coverage</li> <li>Time off &amp; holidays <i>(point out we call time off "PTO" – Paid Time Off vs. sick &amp; vacation leave)</i></li> <li>Enrolling in Health Benefits – <b>(stress must do within first 31 days)</b>. <i>NOTE: It takes a couple of days between setting up your employee information and it loading to the Williams Benefits Center system. You will receive an email and mailing to your home address in about a week informing you that you now have access to enroll.</i></li> </ul>

Guide Section/Tab	Topic	Key Talking Points
BENEFITS <i>(conti.)</i>		<ul style="list-style-type: none"> <li>Retirement &amp; Savings options are on pgs. 48-49                             <ul style="list-style-type: none"> <li>The 401K is voluntary – we encourage you to take advantage of this benefit; Williams matches contributions dollar for dollar up to 6%; after 5 yrs of service the company contribution is 100% vested; your \$\$ is 100% vested on day one.</li> <li>Pension Plan – automatically begins after 12 months; 100% vested after 3 yrs.</li> </ul> </li> <li>Enrolling in Retirement &amp; Savings plans – pg. 50</li> <li>Employee Stock Purchase Plan &amp; Enrollment – pg. 51                             <ul style="list-style-type: none"> <li>ESPP – 2x's a year you can buy Williams stock at a discounted price; in June &amp; December</li> </ul> </li> </ul>
CODE of BUSINESS CONDUCT	Overview	<ul style="list-style-type: none"> <li>The Core Values &amp; Beliefs (covered in the COMPANY section) is the foundation for our Code of Business Conduct. This section talks about how we maintain a positive and productive work environment.</li> <li>It has great examples of some typical situations you may encounter and how to respond in an ethical and legal manner, and how to report situations to our Business Ethics Resource Center (BERC).</li> </ul>
POLICIES	Overview	<ul style="list-style-type: none"> <li>The Policies listed in this guide do NOT represent all of Williams' policies, but they do represent those we feel are important you know when arriving to Williams, such as...use of company assets, use of social media, workplace violence and harassment policies, our drug &amp; alcohol policy, etc.</li> <li>In a moment you'll be asked to sign a Policy Acknowledgement form which states you have received these policies.</li> </ul>
APPENDIX (A-D)	A, B, C	<ul style="list-style-type: none"> <li>This is the last section and covers our Drug &amp; Alcohol Testing program that is administered by our Environmental Health &amp; Safety (EH&amp;S) group.</li> </ul>
	D – Contacts	<ul style="list-style-type: none"> <li>This is a list of key contacts at Williams that will be helpful to you as a new employee.</li> <li>You'll also see we have the same list as a "Contacts Card" which you can carry with you or keep in a more convenient location. This same list is also on MyWilliams&gt;HR Information Source.</li> </ul>

**NEXT STEP: Review Back Pocket Information**

Recommended order:

- ✓ Policies Acknowledgement *(start here; you just covered policies)*
- ✓ Other required forms to be signed *(if they brought ones from the onboarding hub you may not need these in the guide)*
- ✓ Any additional documents in back pocket *(as listed on Page 1)*

**FINAL STEP: Return Documents Immediately Following the Meeting**

To expedite the processing of the employee ID, please do the following immediately:

- 1) Scan and email this document and the above paperwork to the designated Talent Acquisition Coordinator.
- 2) Delete all electronic documents from your computer to protect the personal information of our new employees.

**Questions: Contact your assigned Talent Acquisition Coordinator.**

**We appreciate your help!**