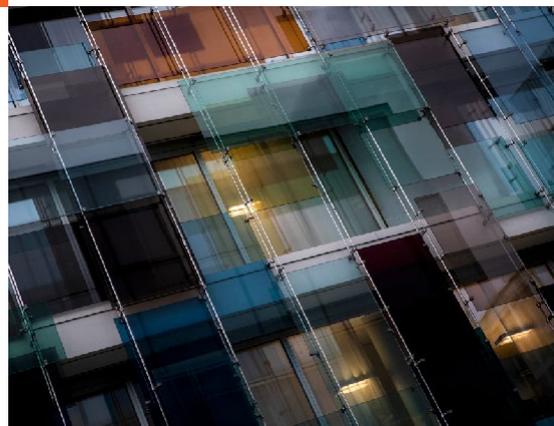


# New Joiners FAQ

Here you'll find the most common questions new colleagues ask as they start their journey with Novartis. It's a simple, practical guide to help you understand what to expect and where to find support in your first days.

**Welcome to where we thrive together.**



## **What can I expect on my first day, week and month?**

### *Your first day*

Your first day is all about feeling welcomed into a community that's ready to support you. You'll start connecting with the people you'll be working with, and in some locations and roles an onboarding buddy may be there to guide you through the little things that help you settle in confidently. You'll take care of any local site access steps and get familiar with your new environment - where to go, who's around, and how things work. Depending on your role or location, you'll also receive the essentials that enable you to get started, such as your site badge, required IT equipment, or a prepared workspace, helping you feel settled and ready to begin contributing from day one. It's a day of first impressions, friendly faces and discovering that you're joining a team that genuinely wants you to feel you belong.

### *Your first week*

During your first week, you'll begin to get a clearer sense of how we work together at Novartis. Depending on your location, you'll join a welcome session. You'll meet many new colleagues - each bringing different perspectives and experiences and start engaging with the core aspects of your role. You'll gain access to the key systems, tools and policies you need to work effectively. This includes receiving relevant manuals, completing system setup and learning how to navigate the resources and processes that support your day-to-day work. It's a week of curiosity and connection, where you'll begin to experience our culture of openness, support and shared impact.

### *Your first month*

As your first month unfolds, things start to feel more familiar. You'll deepen your understanding of your role and its contribution to Novartis and gradually build relationships with your broader team - locally and globally, as well as the stakeholders you'll collaborate with. With your manager, you'll align on expectations and the areas where you can make the most meaningful contribution.

Everyone's first month looks a little different, but what's constant is the sense of community, ongoing learning and the encouragement to grow, contribute and find your place in a team that's here to help you thrive. After the first month, you'll continue job-specific training, gain more autonomy, and understand how to find the information and support you need. Your manager will regularly review your progress and encourage your contributions.

## How should I prepare for my first day?

Since requirements vary across countries, teams and roles, your hiring manager will make sure you have all the relevant details so you can arrive fully prepared. Your first day is about feeling ready, welcomed and supported, and a few simple preparations can help everything go smoothly.

If you'll be coming into the office on your first day:

- **Bring a government-issued photo ID** for building access. (Requirements can differ depending on your country or site – you will be informed prior your start date, whether any additional documents are needed.)
- **Bring any equipment you might have received in advance**, such as a laptop, so you can get set up comfortably from day one.
- **If your role involves safety-specific environments** like labs or manufacturing, follow the guidance you've received regarding required clothing or protective gear for your site.
- **And finally, lean on the guidance shared by your future manager or onboarding buddy.** They'll help you understand what to expect and make sure you feel prepared and supported.

## What is Novartis' approach to hybrid, on-site and field-based work?

At Novartis, we want everyone to feel empowered to do their best work while staying connected to the people and communities that help us thrive together. That's why we use a **principle-based, leader-led approach** that balances individual needs with the collaboration our work depends on.

- **Office-based roles:**  
These roles are typically hybrid, balancing in-person and virtual work, with an average of 12 days per month on site, to foster meaningful connection, shared problem-solving, and opportunities to learn from one another.
- **Manufacturing & lab roles:**  
These roles are primarily onsite, where teams work closely together in specialized environments that support safety, quality and scientific excellence.
- **Field-based roles:**  
These roles are mainly customer-facing, with regular opportunities to come together as a team to exchange insights, support one another and stay connected.

Because every role and team is unique, **expectations can vary by country, function and job.** Your manager will work with you to clarify what this means for your specific role, ensuring you have the guidance and support you need to thrive - wherever your work happens.



## Are there mentorship programs or employee communities I can join?

Absolutely. At Novartis, you're surrounded by a community that wants you to grow and feel like you belong. You'll find a range of mentoring and coaching opportunities, as well as a vibrant network of **Employee Resource Groups (ERGs)** open to everyone.

With more than **100+ ERGs** across the globe - covering identity, culture, shared interests and areas of impact, there's always a place to connect with others, share experiences and build a sense of belonging. These groups are a great way to meet colleagues and learn from different perspectives.

[Explore more in our handbook.](#)

## What is your Code of Ethics and approach to doing what's right?

Our **Code of Ethics** reflects who we are as a community and what we stand for. Built around four clear principles - **Be Open-Minded, Be Honest, Be Bold and Be Accountable** - it guides the everyday choices we make to benefit patients, society and each other.

As part of your onboarding, you'll complete foundational ethics learning and gain access to ongoing resources that help you navigate dilemmas, ask questions and speak up confidently. We want everyone to feel supported in doing what's right, not just what's easy.

[Find more information on our Code of Ethics.](#)

## Is there a dress code?

We want you to feel comfortable being yourself at work. For most office settings, **business casual** is the norm, with more formal attire encouraged for client-facing moments or special events.

For roles based in **laboratories or manufacturing**, local **Health, Safety & Environment** requirements apply, including mandatory protective clothing and equipment. Your site team will guide you on what is needed.

Overall, our aim is to create an environment where you can show up confidently and focus on making an impact.



## What is the Novartis culture like?

Our culture is rooted in our shared purpose and values - Inspired, Curious, Unbossed and Integrity. It's a place where people lift each other up, explore new ideas and work together toward a meaningful mission - to reimagine medicine.

You'll see our values come to life in how we act every day: creating positive change for patients, learning from different perspectives, taking smart risks, supporting one another's growth and holding ourselves accountable. Together, this creates an inclusive, collaborative community built on trust, belonging and the belief that we do our best work when we thrive together.

[Learn more about our people and culture.](#)

## What benefits does Novartis offer?

Our Total Rewards are designed to support you as a whole person - both at work and in life. Alongside basic pay and incentives, you'll find benefits that nurture your health and wellbeing, fuel your learning and development, offer flexibility where possible and create opportunities to give back through volunteering.

Because our teams operate in many countries and functions, the specific benefits available to you may differ based on your role and location. For an overview, you can explore our global resources and the [Novartis Life Handbook](#).

## Who can I contact with questions?

Before your first day, your recruiter or P&O contact is there to guide you and answer anything that's on your mind.

Once you join, your manager becomes your go-to partner for role-specific questions and support. Many teams also pair new colleagues with an onboarding buddy - someone who's there to help you settle in, navigate the day-to-day and feel connected from the very beginning.

***Please note:*** The answers above may vary depending on your location, role, and local regulations or practices.