

Your Employment Pack

Welcome to Thermo Fisher Scientific! Enclosed in this packet you will find the following:

- Offer Letter
- Employee Data Form
- Application Form (*if this have not been completed during your interview*) –applicable to Band 1 to 3
- IT Security Global Acceptable Use Policy
- Employee Invention Assignment & Confidentiality Agreement
- Code of Business Conduct and Ethics Policies & Procedures

Upon acceptance of this offer, please scan and email the following documents to the Recruiter and/or Candidate Experience Team.

- Signed Offer Letter
- Completed Employee Data Form
- Completed Application Form – applicable for Band 1 to 3
- Copy of NRIC (front & back) / Passport
- Copy of Bank Account Details (showing the name of the bank, full account holder name and bank account number)
- Copies of Educational Certifications
- Marriage Certificate (if applicable)
- Child(ren) Birth Certificate(s) (if applicable)
- Signed Employee Invention Assignment & Confidentiality Agreement
- Signed IT Security Global Acceptable Use Policy (Signature Page)
- Signed Code of Business Conduct and Ethics Policies & Procedures – certification page (page 16)

Our company utilizes an electronic on-boarding system where you will be required to complete several pre-employment steps. You will be receiving several emails from Workday.workflow@thermofisher.com **This email will describe how to access a secured website with a temporary password and begin the on-boarding experience. Kindly complete this action prior to your start date.**

Your Point of Contact:

Your Recruiter or

Candidate Experience Team
Talent Acquisition
Thermo Fisher Scientific
Blk 33 Marsiling Industrial Estate Road 3
#07-06, Singapore 739256