



TFC Buddy Responsibilities

As a Buddy, your responsibility is to welcome your New Hire (NH) to the office, be a resource for them, and provide general support during their orientation period. Buddies are expected to be professional, compassionate, respectful and engaged.

Buddy duties:

- The NH's supervisor should let you know when the NH is starting. Please make sure you reach out to the NH during their first or second day to introduce yourself, either by email, phone, or in person.
- You will be the point person for the NH to ask questions regarding day-to-day functioning of the office.
 - For example, the NH might need help with faxing, scanning, where office supplies live, which room is which, etc. If you can't answer a question yourself, please direct them to an appropriate resource.
 - Please be mindful not to answer personal questions regarding TFC staff.
- Please be mindful that Buddies should not answer any questions relating to substantive work, client issues, job function, etc. Please make sure these questions are directed to the NH's supervisor.
- Informally, and as it comes up, feel free to discuss agency culture and social structure to help the NH acclimate to their new job.
 - Please use discretion when talking with the NH, as we do not encourage gossip and we expect buddies to participate in our culture of respect, particularly in regard to coworkers' confidentiality and personal boundaries.
 - Buddies must adhere to TFC's Harassment, Non-Discrimination, and Non-Retaliation Policy as well as our Guidelines for Appropriate Conduct at all times. (Review Employee Handbook for details.)
 - Be mindful of your own biases and remember that TFC is a trauma-informed agency. Those principles apply to all areas of our work and workplace.
- You will be given petty cash to take the NH out to **lunch \$40 OR coffee \$15**. You may also provide a tour of the neighborhood (i.e. where to eat, transportation, lay of the land).
 - Please try to coordinate this in the first week.
- During supervision, you and your supervisor will check in on how the Buddy relationship is going. Here you can bring up any issues you are having or questions you may have. The Buddy will discuss this in supervision as well.

Ending the Buddy Relationship

- The formal Buddy relationship ends when the orientation checklist is completed by the New Hire - after about a month. We hope that, even as the Buddy relationship officially ends, you will have formed an ongoing relationship as supportive colleagues.