



New Hire Onboarding Policies & Training – Lattice Semiconductor

1. Lattice Policy Review for New Hires:

Policy#	Description
N/A	Code of Conduct (available in English, French, and Mandarin)
100	Hiring Policy
110	Independent Contractors and Contracts for Services
140	Use of Personal Information and Notice of Practices
225	Patent Awards
300	Paid Time Off Policy
310	Leave of Absence Policy
320	Leave of Absence, Reduction in Hours, and Paid Time-Off Policy for Equity Awards
335	Education Reimbursement Policy
400	Standards of Conduct
500	Access Control
505	Health and Safety
610	Accepting and Giving Gifts
620	Insider Trading Policy
630	Compliance With Export Controls
700	Acceptable Use Policy
701	Email Policy
703	Data Categorization Policy
705	IT Change Control Policy
706	Public Internet Policy
707	VPN Policy
718	Password Policy and Addendum A (Password Construction Guidelines)
721	Access and Authentication
747	Cloud Computing and Storage Policy
800	Travel and Entertainment
820	Contracts with Vendors and Suppliers
905	Company Intranet
910	Temporary Facility Closure
920	English in the Workplace
930	Smoking

*After reviewing new hires policies please return to your Onboarding portal and fill out the **New Hire Policy Review Acknowledgement Form.**



2. Data Loss Prevention (DLP) Training Videos (Not required for Finance, HR, or Facilities)

- a. [Module 1 – Getting Started](#)
- b. [Module 2 -- Introduction](#)
- c. [Module 3 – Legal Overview](#)
- d. [Module 4 – Government Export Rules](#)
- e. [Module 5 – Data Classification](#)
- f. [Module 6 – Who Can Access Data](#)
- g. [Module 7 – Intranet HUB Rules](#)
- h. [Module 8 – Data Organization](#)
- i. [Module 9 – Rules & Policies](#)
- j. [Module 10 – Sharing with Restricted Data](#)
- k. [Module 11 – LSH Rules & Policies](#)
- l. [Module 12 – Final Points](#)
- m. [Data Loss Prevention Implementation Summary Presentation](#)

*Once you have viewed all the required videos & slides for the DLP training, you may go back to your Onboarding portal and complete the Data Loss Prevention Completion Certificate.

All other required forms can be found on your Onboarding portal in your welcome email. If you have any questions about your onboarding process or any of the training, please contact our HR department at:

HR@latticesemi.com