



## Frequently Asked Questions – Lattice Semiconductor

### **1. Q: What time should I arrive at Lattice on my first day?**

*A: Our regular office hours start at 8 AM. We ask that you arrive a little before that.*

### **2. Q: Where is my new office located?**

*A: Our office location is at 11/F Aeon Centre Building, Lot 2-3 Blk 45 Filinvest Ctr., Alabang-Zapote Road cor., North Bridgeway, Muntinlupa City. Should you need further assistance on directions, feel free to call our info desk at +63 2 717 6600.*

### **3. Q: Should I dress 'business casual?' Will a dress shirt, tie, and dress pants be appropriate work clothes?**

*A: Business Casual attire is appropriate for our Lattice work culture.*

### **4. Q: Will a work computer be provided or should I bring my personal computer?**

*A: IT will provide everything you need. You do not need to worry about bringing any personal computers/hardware.*

### **5. Q: What will I need to bring with me on my first day?**

*A: You need to bring your pre-employment requirements, along with two (2) valid IDs. Please note as well to bring a duly notarized copy of the offer documents, if you haven't submitted one yet prior to your first day. These are all you will need to bring on your first day.*

### **6. Q: How do new hires access the New Hire Checklist?**

*A: You will receive an automated Welcome Email from SharePoint on your first day. New Hire Forms, ID Form, Bank Form and other new hire forms are attached to that email. Fill that out electronically then upload it on the unique link that will be assigned to you.*

### **7. Q: Do part time employees need to attend New Employee Orientation (NEO)?**

*A: Yes, all new hires are required to attend NEO.*

### **8. Q: Where can I find information on Lattice benefits?**

*A: A copy of our Benefits Brochure is included in your welcome email. Additionally, a comprehensive overview of your benefits will be covered during your New Hire Orientation.*



**9. Q: What if my circumstances change, and I cannot start working on the date I indicated on my offer letter?**

*A: You would need to contact your hiring manager as soon as possible with your requested start date so that we can update our records.*

**10. Q: On my first day, where can I park my car?**

*A: The building where our office is located has open parking slots at the basement, for nominal fee, for employees of its tenant companies. Additionally, there are several parking lots, also available to the public for nominal fees, in the business park where Aeon Centre is located.*

**11. Q: If I will go to the office on commute, what public routes should I take?**

*A: The business park where Aeon Centre is located is highly accessible to taxis and public jeepneys. Additionally-- and it is highly recommended---you may ride on one of the e-jeeps that regularly and exclusively do the rounds of the business park. All e-jeeps pass thru Southpoint Terminal, the main hub of all public buses coming to Alabang. Should you need further assistance on directions, feel free to call our info desk at +63 2 717 6600.*

**12. Q: Where can I find more information about Lattice and our different products, company culture, and current events?**

*A: You may explore our recent blog posts by clicking on the "Lattice in the News" tab on the Onboarding Homepage. Additionally, to learn more about our products and culture, feel free to visit our company Website: [www.Latticesemi.com](http://www.Latticesemi.com)*

*Lattice [Glassdoor](#) Page*

*Lattice [LinkedIn](#) Page*