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intranet people

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For new employees

Welcome to Northbridge!

We're very excited to have a new addition to the Northbridge family and we look forward to getting to know you!

We've collected information to help you get settled in - have a look! And if there's anything we haven't covered, try asking your new work buddy.

At Northbridge, we always try to help each other out.



- [Setting up your workspace](#)
- [Getting to know Northbridge](#)
- [Always good to know](#) - information about our workplace, HR programs, travel and expenses
- [How you can stay informed](#)
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Setting up your workspace

- Have questions about your computer or phone? Email ITClientServices@nbfc.com or call ext. 6232 for IT Services. You could also ask your new work buddy!
- [Set up voicemail](#) for your phone
- Talk to your manager to order standard office supplies
 - [Checklist](#) of standard office supplies
- [Get to know Outlook](#)
 - [How to create an email signature](#)
 - [Email signature template](#)
 - [How to set an out-of-office message](#)

Getting to know Northbridge

- [How to set an out-of-office message](#)

Getting to know Northbridge

- [Northbridge Values](#) - a one-pager of our corporate values
- [Mission 2018](#) - a map that captures our shared vision and corporate goals
- [Our Leadership Team](#) - the Northbridge executive management team
 - [Organizational chart](#)
- [Our customer promise and service behaviours](#) - a guide to delivering an exceptional customer experience
- [Our culture of learning](#)
 - [Customer Service Training](#) - the 2014 program
- Great videos to get to know Northbridge
 - [Culture of Northbridge](#)
 - [The Dryden fire](#) - How the Power of Together helped one local business rise from the ashes
 - [The Alberta Flooding](#) - an example of how we helped one customer recover
- Our companies
 - [Northbridge Insurance](#)
 - [Video tour of Northbridge Insurance site](#)
 - [Northbridge Insurance site](#)
 - [Under the Hood of Northbridge Insurance](#) -how we're structured as an organization
 - [Federated Insurance](#)
 - [Federated Insurance intranet](#) (login with your Windows ID)
 - [Federated Insurance site](#)
 - [Zenith Insurance](#)
 - [Our offices](#)

Always good to know

- [Emergency procedures](#)
 - Provide [your personal contact details](#) in case of an emergency
 - Know your [emergency evacuation point](#)
- [Your benefits](#)
- [Your compensation](#)
- [Our policies](#)

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- [Education Assistance](#)
- [Northbridge Cares](#)
- [Dress code](#)
- [Workplace practices](#)
- [Work/life balance](#)
- [Statutory holidays](#)
- [IT Client Services](#)
- [Office Services](#)
- [Logos, templates, and branding](#)
- [Travel](#)

How you can stay informed

- [The Bridge](#)
- [Innovation Station](#)
- [What's New](#)
- [Connect with Silvy](#), our CEO
- Read about [Wayne's World](#), messages from Wayne Connelly, President of Federated Insurance

Our HR Quick Links

- [Total Access](#) - view all your pay statements online from anywhere
- [Halogen](#) - keep track of your performance through our performance management system
- [Replicon](#) - request for time off through our Replicon system
- [LearningLink](#) - get approval for our fun and interactive courses to develop your professional skills
- [Sun Life](#) - they administer our health benefits and pension plan