



## STAFF INDUCTION POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
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### INTRODUCTION

Community Veracity is committed to inducting all new employees, volunteers and contractors into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

Induction programs which are well planned, conducted and evaluated will enable new employees to learn about the organisation, its culture and the requirements of their role.

### PURPOSE

The purpose of this document is to ensure that new employees, volunteers and contractors have a smooth transition into the organisation and their roles.

### DEFINITIONS

New employees refers to both recruits to the company (including contractors, casuals, volunteers and temporary staff), and staff transfers and promotions.

### POLICY

This Policy applies to employees responsible for conducting Inductions within Community Veracity.

All employees (including contractors, casuals, volunteers and temporary staff) will be inducted into Community Veracity in a manner as described in the procedures which accompany this policy document.

### RESPONSIBILITIES

It is the responsibility of the **EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT** to ensure that:

- an Induction Coordinator is assigned who will be responsible for arranging the induction of new employees;
- all new employees participate in an induction program.

It is the responsibility of the **Induction Coordinator** to ensure that:

- an induction kit (electronic or hard copy) is developed, containing relevant documents, including information about Community Veracity policies;



- the induction kit is kept up to date with relevant information;
- the quality of the induction process is maintained.

It is the responsibility of the **Human Resources Department** to ensure that:

- The Induction Coordinator is notified of any new starters.

## **PROCEDURES**

The Induction Coordinator must schedule all new employees to attend an induction on their first day of employment, nominating the area where the induction will be conducted, and ensuring all necessary resources are available (e.g. chairs, DVD player, overhead projector, refreshments, etc.).

In cases where a new employee cannot be inducted by the Induction Coordinator, the Induction Coordinator must arrange for an appropriate Manager or Supervisor to carry out the task.

An appropriate amount of time and expenditure should be used to ensure that all of the required information is communicated to the new employee., such as Occupational Health & Safety requirements, duties to be undertaken, dealing with clients/customers, physical layout

of the site, etc. This will ensure that employees can work safely and represent the organisation effectively.

The Induction Coordinator should tailor the induction program to suit the needs of the employee(s) being inducted and provide the appropriate information to the new employee(s).

The Induction Coordinator should assign a “mentor” who will help induct the new employee during the first two weeks of employment. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips, introduce staff and be involved in giving feedback.

The Induction Coordinator is responsible for following up the employee’s induction during the first week and month as indicated on the Induction Checklist (see Appendix A).

The Induction Coordinator should work through an Induction Checklist for each new employee, ticking each item as it is addressed and crossing out those items not applicable. They should ensure that the new employee and the appropriate Manager sign the Induction Checklist on completion.

## **Follow Up**

The Induction Coordinator should ensure that each employee completes an Induction Evaluation within three weeks of completing the Induction and forward this to the Human Resources Department.