



Title: Induction Policy

Procedures & Forms

HR Policies and Procedures

Effective Date:

This version supersedes all previous policy and practices related to Induction Policy. This policy is effective 1st February 2014

Background

KOJ Group LLC believes that all new employees MUST be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define KOJ Group LLC's commitment to ensure that all staff is supported during the period of induction, to the benefit of the employee and Company alike.

Scope

All employees under the umbrella of the "Group" are governed by this policy.

Policy and Procedure

KOJ Group LLC expects that the implementation of good induction practice by:

Managers Department Heads will:

- Enable new employees to settle into KOJ Group LLC quickly and become productive and efficient members of staff within a short period of time.
- Ensure that new entrants are highly motivated and that this motivation is reinforced.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance.
- Assist in developing a management style where the emphasis is on leadership.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment, training and lost production.

KOJ Group LLC HR Department:

- Issue guidelines to familiarize Managers and Staff with the induction process.
- Maintain and update an Induction Policy.
- Provide a checklist for managers and Staff to follow during the induction period.
- Ensure there is effective monitoring of the induction process particularly in the first three months.
- Deal with any problems promptly providing an efficient service for both Managers and Staff.
- Review all policy, procedure and guideline documents on a regular basis.
- Provide relevant formal training courses necessary to assist the induction process.

Induction Checklist

First Day of Employment

Preparations should be made for the arrival of the new entrant well in advance, for example, arrangements should be made to provide desk, equipment and lockers etc.

Most new employees tend to be concerned primarily with two matters:

- Whether they can do the job and
- How they will get on with their new colleagues.

It is therefore important to introduce them to their new workplace and colleagues at the earliest opportunity. An introductory talk will be appropriate at this time and can be combined with the provision of general information and exchanging any necessary documentation. This talk should be as brief as possible, because the employee is unlikely to be receptive to detailed information at this stage, and should be conducted by someone who is well prepared and has sufficient time available.

A tour of the workplace should be arranged for the new entrant allowing KOJ Group LLC to be viewed as a whole and the recruit to see where he/she fits into the organization.

The new entrant will want to get to know his/her colleagues and quickly become part of the team and time should be made for this process. Colleagues should be briefed on the new entrant's arrival. If possible one of the new entrants colleagues should be nominated to ensure that he/she has every assistance in settling in quickly.

Induction programmes must be geared to the individual's needs.

Induction Programme for New Staff

DEPARTMENT.....
NAME OF EMPLOYEE.....
JOB TITLE.....
DATE COMMENCED.....

This is a checklist of information for Induction which line managers should use with new staff as part of their induction programme within the first few days, and certainly within the first two weeks of employment. Health and Safety items should be identified immediately. The new employee should be asked to tick each subject as he/she has been informed about it, and sign the end of the form. The manager then sends the form to the HR Department for inclusion in the employee's personnel file.

Not all the following subjects are applicable to all departments. Should this be the case, record N/A.

Please read the guidance notes below before completing this form.

Items to Cover with Each New Employee

The Department

1. Department function
2. Introduction to colleagues'
3. Job Description
4. Supervision
5. General layout - entrances and exits
6. Telephone system

Conditions of Employment

1. Information on hours of work, including duty rotas, shift systems "on-call" breaks ☒
2. Time recording, flexi-time ☒
3. Bonus scheme, allowances ☒
4. Probationary periods of employment ☒
5. Reporting in when sick including when on leave ☒
6. Arrangements for requesting leave: annual leave, unpaid leave, compassionate leave ☒
7. Issue of uniforms, and uniform policy, protective clothing, replacement, ☒

Health and Safety, Security, Fire

1. Health and safety information relevant to the department ☒
2. Issuing of fire instructions and procedure ☒
3. Location of fire-fighting equipment ☒
4. Accident reporting ☒
5. First aid facilities/pre-employment health screening/role of Occupational Health / Company Doctor☒
6. Loss of personal effects ☒
7. Security of department/building ☒
8. Arrangement for keys, passes, ID Badges etc. ☒
9. Management of monies/valuables ☒
10. Major Incident procedures ☒

Conduct

1. Personal presentation ☒
2. Disciplinary procedures ☒
3. Courtesy to the customer and the public ☒
4. Confidentiality ☒
5. Noise Control ☒
6. Acceptance of gifts ☒
7. Statements to the Press ☒
8. Local rules regarding smoking ☒
9. Private use of telephones ☒
10. Standards of Business Conduct ☒

Facilities

1. Cloakroom, lockers, lavatories ☒
2. Canteen / Cafeteria ☒

Education, Training, Promotion

1. Study leave ☒
2. Means of advancement, promotion opportunities ☒
3. Employee appraisal, review systems ☒

Employee Involvement and Communication

- 1. Communication arrangements ☐
- 2. Information sources, eg. Noticeboards, memos etc. ☐
- 3. Handling Complaints ☐

Items Specific to Department

- 1. Notice of termination of employment ☐
- 2. Sick certificates ☐
- 3. Waste disposal ☐
- 4. Control of infection ☐
- 5. Lifting and handling ☐
- 6. Other Relevant Issues Specific to Department

I have been informed about and understand the above items.

Signature:.....Date:.....

I confirm that the above Induction Programme has been completed for the above employee.

Signature of Head of Department/Designated Officer.....

Maintenance and amendment of the policy

As with all Group policies (the “Group”) may amend this policy at its discretion at any time.