

# **Ajit Industries Pvt. Ltd.**

## **Induction Policy**

**Purpose:**

To ensure smooth transition of a new Joinee into his new organization and the workplace. To make the new Joinee acquainted with the new system.

**Policy:**

All new employees who join the organization will undergo a structured induction program on the day they join. (Can be extended also depending upon the availability of the staff)

**Process:**

- On the first day of joining, the new employee is met by the HR person/ Department head, given an induction kit and taken through the joining formalities.
- HR person/ reporting manager takes the employee around the site for introduction. He is also oriented to the facilities such as the canteen, washrooms, parking facility etc.
- HR person/ department head escorts the employee to Lunch.
- The induction procedure is to be completed within two days.
- Meeting of the new joinee is arranged with each department. Who shall the new joinee meet shall depend upon the level he/she is joining.
- If the person with whom the meeting was scheduled is not available than it is up to the discretion of the department HOD to authorize any other person.

Applicability Date	Approver 1	Approver 2	Approver 3
March 01, 2023			



- The reporting manager/department head discusses the Job Description with the candidate and outlines the performance objectives. The Manager also assigns a person to guide the employee (maybe the Mentor) till such time he is comfortable in the organization.
- At the end of Induction, the employee fills up the induction feedback form and hands it to HR.

Based on the respective position for which the employee is recruited for, he/she can expect the following to be ready within two days of he joins:

- Essential tools/Stationery (Responsibility of the respective Department where he/she joins)
- Appointment Letter (Responsibility of HR Department only if all relevant documents received)
- An Email ID with instruction to get a Login ID. (Need Based. Responsibility of IT Department)

Applicability Date	Approver 1	Approver 2	Approver 3
March 01, 2023			