

1.0 Purpose

The purpose of this procedure is to ensure all new hires are orientated into the culture of the company and introduced to its policies, procedures, benefits and to its colleagues to ensure an engaged and productive employee while ensuring continued growth through training and development.

2.0 Responsibility

The HR Manager will carry out the orientation program for all new hires on the first day of hire and arrange all needed training involved in the orientation program. In addition, throughout the course of the employee's tenure HR will arrange training and development courses for all employees, in accordance with the procedures that follow.

3.0 Procedures

3.1 Orientation of New Hires:

- HR sends out an e-mail to staff to welcome the new hire.
- HR sends the IT department an e-mail to ensure that all IT credentials are set-up for the new hire.
- HR conducts an orientation with the new hire on the first day which includes:
 - A Power Point presentation – (Company Overview).
 - A complete review of the Company Handbook.
 - Contract & JD is given and explained.
 - New hire is given forms and agreements.
 - Company ID card distribution.
 - New hires receive any other PPEs or uniforms not received prior to start date.
 - Introductions – to Management and staff.
 - Port & Facilities Tour.
 - Health & Safety Training – Health & Safety Department.
 - New hire is taken to the Hiring Manager.

- HR does periodic checks with the new hire to ensure that they are settling in okay.
- Manager arranges job shadowing and on the job training within the department.

3.2 Training & Development:

Staff is given every opportunity to develop through training and development. The HR Department will advise, assist, and support Line Managers with the scheduling of such training. Types of training provided:

- On-The-Job Training.
- ISPS Training.
- Workplace Safety & OSHA Training.
- First Aid & First Responders Training.
- Customer Service Training.
- Communication Training.
- Administrative Skills Training Wellness Training.
- Management & Leadership Training.
- Work Related Software Training.
- Kolayik HRMS
- Equipment Related Training.

3.3 Training Budget/Schedule:

- Line Managers submits training budget for approval based on the training needs, skills requirements, development needs, and capabilities.
- HR Department assists with scheduling and arranging required and approved training.
- Training hours are completed by staff and recorded by HR Department.
- Certificates are prepared if necessary.



4.0 Forms

- New Hire Orientation & Port Familiarization Checklist.HR-010.