



HR Induction & IT Security Training Programme

NAME: - _____

Contract of Employment	Job/position description
	Employment status – full/part/casual
	Brief about client and job responsibilities
	Probationary period
	Remuneration and emoluments
	Notice Period or Separation Process
	Leave entitlements
Hours of work and rosters	Expected hours per week
	ILC/Time sheet claim/approval process
	Application for leave
HR Policies of organisation and of clients	Work place etiquettes
	Reporting absences
	Expected dress standards
	No Smoking, Drug and Alcohol at work place
	Disciplinary and grievance procedures
	Personal visits/phone and mobile calls
HIPAA policies, IT Security Training and Awareness	Training & Awareness programme on IT Security
	Password guidelines
	Incident response procedures
	Internet usage
	Maintain Data confidentiality
	Not to leave unattended Equipment and Devices
	Not to leave written Passwords/ID on desk
	Safety of Equipment & Devices
	Return of Company/Client assets on completion of assignment
EEO and Anti-harassment policies	Explained and understood
Emergency procedures	Whom to contact in an emergency
	First aid stations and officer
	Fire extinguisher locations
	Evacuation procedures and muster points

HR Policies induction conducted by with date: _____

Training on IT Security Awareness under HIPAA conducted by with date: _____

Employee Confirmation

I confirm that I have understood the HR Policies & received training on IT Security and Awareness as above and will comply with all the policies and procedures.

Employee's signature: _____