

Company Name

Induction Policy

Last updated date:

1. Introduction

- 1.1 The Company will provide all employees, whether temporary or permanent, with an induction course designed to integrate them quickly into the Company.
- 1.2 An effective, well-structured, induction course has been shown to contribute significantly to motivating and retaining newly appointed employees.
- 1.3 The induction course will vary in terms of length and content in order to meet the needs of the individual employee and the role he/she will be fulfilling.

2. **[Equal Opportunities/Equality and Diversity] in the Induction Process**

- 2.1 It is against the Company's **[insert relevant policy name]** Policy to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs.
- 2.2 Reasonable adjustments to the induction process will be made to ensure that no new employee is disadvantaged because of his/her disability.

3. Induction Checklist

- 3.1 During the induction process, the line manager will provide the new employee with information about the Company and his/her job, including:
 - 3.1.1 Structure of the company and the department/team;
 - 3.1.2 The role and its key responsibilities;
 - 3.1.3 Fire and Health & Safety policy and procedures;
 - 3.1.4 Expected standards of behaviour;
 - 3.1.5 Probationary periods;
 - 3.1.6 Company policies, including equal opportunities, disciplinary and grievance, sickness and absence and the Bribery Act.
- 3.2 The line manager will complete the **[new starter checklist]** to ensure all necessary information is covered. On completion, the induction checklist should be returned to the HR department **OR [insert name and job title]**.

4. Responsibility for Induction

- 4.1 Responsibility for ensuring that a new employee is successfully inducted rests with the line manager.
- 4.2 The HR department **OR [insert name and job title]** has overall responsibility for the structure and content of the induction process within the Company.

5. **Review Meetings**

- 5.1 The line manager will hold a review meeting with the new employee at the end of the first month of employment to discuss progress, set objectives and obtain feedback on the induction process, using the [*new starter feedback form*].

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