


**Title: Induction Policy**

Revision	Written By	Reviewed By	Approved By	Effective Date
A	Director Human Resources	N/A	General Director	1 <sup>st</sup> April 2010
B		N/A	 Jean-Pierre Mazzone Group HR Director	1 <sup>st</sup> January 2019

**Revision tracking**

Revision	Date of change	Content of change
A	N/A	The first initial
B	1st January 2019	To be reviewed and updated for improvement purpose

**Purpose:**

The purpose of the Induction Policy is to have a standard induction program for all new employees joining any office of the Archetype Group.

**Related Policies and Forms:**

Buddy Program

Induction Guide

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**1. Scope**

This Induction Policy applies to all new employees who are joining any office of the Archetype Group.

## **2. What is a standard induction program?**

Having a standard induction program will have a great contribution to the successful introduction of new employees into Archetype Group.

A considerable amount of cost and time has been spent in attracting and recruiting new employees to Archetype Group. It is therefore important that we, as a company, ensure that these new employees are well integrated into our organisation, are well orientated and can settle-in quickly to their new jobs. Often new employees will have second thoughts as to whether they should have accepted their new position. If they are not well integrated into our organisation from their first day onwards, they can feel like a complete outsider to whom no one has given a welcome, and this feeling can persist for months and may even lead to the employee leaving the organisation. To reduce the likelihood of employees leaving, or not fitting into the Archetype Group organizational culture, a standard induction program has been devised for implementation.

## **3. Buddy Program**

An integral part of the induction program is the Buddy Program. This is a program whereby each new employee is paired up with an experienced employee for the first week of employment. Buddies are provided a Buddy Program with activities to be done together. The Buddy program seeks to balance the time required to integrate a new employee into the organisation with the ongoing work commitments of each employee. The details of this program are described in the Buddy Program. Once the first week is concluded, the official induction program ends, although it is anticipated that the new employee and their Buddy will continue a close working relationship as colleagues.

## **4. Buddy Selection**

To make sure the selected employees are up for the task, we have compiled a list of qualifications recommended for a Buddy:

- Employed at the Archetype Group for at least one year
- A person who is skilled at dealing with people, rather than things or concepts
- A positive attitude
- Ability to inspire others
- A genuine desire to help new people become acclimated to the system
- Excellent communication skills, including listening
- Willingness/eagerness to share experiences and knowledge
- Preferably of the same hierarchical level

The Direct Manager of the new employee has the responsibility to select the appropriate Buddy. For this task any direct colleague of the new employee may be selected, including the Direct Manager him- or herself. Selection is preferably voluntarily, but one (1) week before the start date of the new employee a Buddy must

be determined and communicated with the local Human Resources department. Employees must be fully aware of what it means to be a buddy and what is expected from them.

## 5. First Project

During the first day of the induction program, a project has to be available for the new employee to work on. This project is recommended to have the following properties:

- It fits the job description of the new employee
- Has measurable results
- Brings the new employee into contact with his / her co-workers
- Relates directly to the employee's ongoing tasks and goals for their role
- Provides them with an opportunity to experience Archetype working environment
- Is one where the employee can be quickly and fully briefed on client requirements prior to commencement