# STAFF INDUCTION POLICY

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| Policy number | GCBH\_Pol022 | Version | 1.0 |
| Drafted by | Phillip Martin | Approved by Board on | 4 December 2019 |
| Responsible person | Helen Omondi | Scheduled review date | 3 years from approval |

## Introduction

Gentown Community & Business Hub (GCBH) is committed to inducting all new staff, volunteers and contractors into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

Induction programs that are well planned, conducted and evaluated will enable new staff to learn about the organisation, its culture and the requirements of their role.

## Purpose

The purpose of this document is to ensure that new staff, volunteers and contractors have a smooth transition into the organisation and their roles.

## Definitions

New staff refers to both recruits to the organisation (including contractors, casuals, volunteers and temporary staff), and staff transfers and promotions.

## Policy

This Policy applies to staff responsible for conducting Inductions within GCBH.

All staff (including contractors, casuals, volunteers and temporary staff) will be inducted into GCBH in a manner as described in the procedures that accompany this policy document.

## Authorisation

  
  
4 December 2019  
Gentown Community & Business Hub

# STAFF INDUCTION PROCEDURES

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| --- | --- | --- | --- |
| Policy number | GCBH\_Proc022 | Version | 1.0 |
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## Responsibilities

It is the responsibility of the **CEO** to ensure that:

* an Induction Coordinator is assigned who will be responsible for arranging the induction of new staff
* all new staff participate in an induction program.

It is the responsibility of the **HR Manager** to ensure that:

* an induction kit (electronic or hard copy) is developed, containing relevant documents, including information about GCBH policies
* the induction kit is kept up to date with relevant information
* the quality of the induction process is maintained.

It is the responsibility of the **Human Resources Department** to ensure that:

* The Induction Coordinator is notified of any new starters.

## Procedures

The Induction Coordinator must schedule all new staff to attend an induction on their first day of employment, nominating the area where the induction will be conducted, and ensuring all necessary resources are available (e.g. chairs, DVD player, overhead projector, refreshments, etc.).

In cases where a new staff member cannot be inducted by the Induction Coordinator, the Induction Coordinator must arrange for an appropriate Manager or Supervisor to carry out the task.

An appropriate amount of time and expenditure should be used to ensure that all of the required information is communicated to the new staff member, such as Occupational Health & Safety requirements, duties to be undertaken, dealing with clients/customers, physical layout of the site, etc. This will ensure that staff can work safely and represent the organisation effectively.

The Induction Coordinator should tailor the induction program to suit the needs of the staff member(s) being inducted and provide the appropriate information to the new staff member(s).

The Induction Coordinator should assign a “mentor” who will help induct the new staff member during the first two weeks of employment. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips, introduce staff and be involved in giving feedback.

The Induction Coordinator is responsible for following up the staff member’s induction during the first week and month as indicated on the Induction Checklist (see Appendix A).

The Induction Coordinator should work through an Induction Checklist for each new staff member, ticking each item as it is addressed and crossing out those items not applicable. They should ensure that the new staff member and the appropriate Manager sign the Induction Checklist on completion.

## Follow Up

The Induction Coordinator should ensure that each staff member completes an Induction Evaluation within three weeks of completing the Induction and forward this to the Human Resources Department.

## Related Documents

* Staff Recruitment Policy

## Authorisation

  
  
Helen Omondi  
4 December 2019

**APPENDIX A**

**RECRUITMENT INDUCTION CHECKLIST**

Staff member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Commencement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Type: Full-Time 🞎 Part-Time 🞎 Volunteer 🞎 Contractor 🞎

*(tick appropriate box)*

**WELCOME**

Welcome new starter to the organisation.

*Provide copies of:*

* Staff member Handbook
* All Occupational Health and Safety Policies and processes, including (but not limited to) fire safety, incident reporting, and sexual harassment policies and procedures
* Other relevant policies

**INTRODUCTION**

Provide an overview of the organisation, including:

* Mission
* Size
* Organisational structure
* Services provided
* Introduce staff member

**CONDITIONS OF EMPLOYMENT**

Provide:

* Position description
* Relationship of job to other jobs within the organisation
* Leave entitlements
* Remuneration and superannuation
* Professional image
* Training and development

**WORKPLACE ENVIRONMENT**

***Conduct office tour, including:***

* Toilets
* Tea room/canteen
* First aid facilities
* Car parking / public transport
* Noticeboards

***Provide overview of local area:***

* Local shops/facilities
* Public transport

***Introduce new staff member to:***

* Managers and Supervisors
* Other staff
* Occupational health and safety representatives
* First aiders
* Fire wardens

**MENTOR**

Assign a person to act as mentor for the next two weeks

Name of Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVALUATION**

Distribute Induction Evaluation for the staff member to complete within three weeks.

**CONFIRMATION OF COMPLETED INDUCTION**

Staff member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager/Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager/Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_