**JOINING AND INDUCTION POLICY**

Employees need information and orientation about the company’s work culture before they start working in the organization. Joining policy is designed to provide the employees with important information and orientation about [Company Name] and their jobs in order to get off to a good start in the company.

**SCOPE OF JOINING POLICY**

This policy is applied to all the full-time employees of [Company Name]. This policy is effective dated [date].

**POLICY DETAILS**

**1. JOINING**

On the first day of an employee in the company, they are required to submit all the necessary documents and fill up the relevant joining forms to furnish the information required by the company for the records.

**2. INDUCTION**

The purpose of conducting a corporate orientation program is to provide the general overview of the company to the employee so that they can get a better understanding of the place where they are going to work. Also, to make the employees familiar with various business units, processes, culture, process, and practices of the organization.

It is the responsibility of the Reporting Manager to introduce, integrate, and orient the new employees to his new work culture and new team.

**PROCESS**

**1. JOINING PROCESS**

On the day of an employee joining the company, they will be provided with a kit containing the relevant joining forms along with the appointment letter.

The following documents are to be provided as a part of joining formalities:

* The Personal Information Form
* The form for provident fund nomination and declaration
* The employee’s state insurance form (only if applicable)
* Bank Account form to open a Salary Account
* Mediclaim and Hospitalization form (only if application)
* The Gratuity nomination form
* Income Tax declaration form (if applicable)

Along with the above documents, all the new employees are required to submit the following:

* Education Certificates’ photocopies
* Photocopies of relieving and experience letter
* Photocopies of PAN Card
* Photocopies of Address Proof
* Photocopies of Passport
* [x] passport size color photographs

All the documents will be verified by the member of Human Resource Department

Also, a member from the HR Department will issue a unique employee code to every new joinee. Employees should use this code in all the official communication with [Company Name].

**2. INDUCTION PROCESS**

It is necessary for every new joinee to attend the Corporate Orientation Program in order to get familiarized with the company environment and work culture.

* The HR Manager will arrange the Corporate Orientation program at regular time intervals and every new employee will be invited to attend the program
* The reporting manager of the new joinee will detail specific department work rules, show them their work area and introduce them to their co-workers or key people.