

Title:	<b>Induction Policy</b>	 Thasasa (Pty) Ltd
Doc. No:		
Doc. Rev. No:		
Rev. Date:	<b>21 March 2018</b>	
Author / Editor:	<b>Louzette van Wyk</b>	
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### 1. INDUCTION PROGRAM:

The induction program lists suggested activities to be covered from day one through to the end of probation.

#### Guidance Note

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This is a checklist of information for Induction which supervisors should use with new staff as part of their induction programme within the first few days, and certainly within the first two weeks of employment. Health and Safety items should be identified immediately. The new employee should be asked to initial and date each subject as he/she has been informed about it and sign the end of the form.

The supervisor will also sign the form to confirm the induction process has been completed. This should then be checked by the Department Manager who will also sign off the form when completed.

The completed form will be retained in the employees personnel file.

ACTIVITY	CONTENTS	PERSON RESPONSIBILITY	DURATION PERIOD	SIGNED OFF BY PERSON RESPONSIBLE AND THE NEW EMPLOYEE

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1. Welcoming / Introduction	<ul style="list-style-type: none"> <li>● Arrive early</li> <li>● Welcome employee</li> <li>● Introduce employee to co-workers</li> <li>● Introduce employee to management team</li> <li>● Introduce employee to directors if possible</li> </ul>	<ul style="list-style-type: none"> <li>● Line Manager</li> <li>● If the employee is a manager, an HOD member will be responsible</li> </ul>	DAY 1: 1 hour	
2. Administration / Set up Office Systems	<ul style="list-style-type: none"> <li>● Email account created</li> <li>● Receive laptop</li> <li>● Internet</li> <li>● Printer connectivity</li> <li>● Telephone access</li> </ul>	<ul style="list-style-type: none"> <li>● Line Manager and HR</li> <li>● If the employee is a manager, an HOD member will be responsible and HR</li> </ul>	DAY 1: 2hours	

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	<ul style="list-style-type: none"> <li>● Stationery</li> <li>● Share contact numbers of key personnel</li> <li>● Add person to relevant whatsapp groups</li> <li>● Complete EEA1, personal detail form</li> <li>● Sign employment contract</li> <li>● Hand out Induction Pack (Policies and company profile and forms (leave) and Job Description)</li> </ul>			
3. Lunch	Avoid discussing work during this time, it should be <b>purely about getting to know one another.</b>	Line Manager/ New employee is a manager, an HOD member	DAY 1: 1 hour	

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4. Introduction of the company	<ul style="list-style-type: none"> <li>● Mission, Vision and Values of the Company</li> <li>● Background of the Company</li> <li>● Go through organisation chart / organogram</li> <li>● Explain the impact of employee's position in the company and how it contributes to the organisation</li> <li>● Discuss roles and responsibilities of staff in general terms.</li> <li>● May also want to extend time to allow visits to key contacts out of work area (clients).</li> </ul>	<ul style="list-style-type: none"> <li>● Line Manager</li> <li>● If the employee is a manager, an HOD member will be responsible</li> </ul>	DAY 1: 3 hours	
5. Performance	Outline the <b>general areas of knowledge and skills</b> required to ensure your employee is <b>successful in his/her job and what your expectations are</b> . Think about:	<ul style="list-style-type: none"> <li>● Line Manager/If the employee is a manager, an HOD member will be responsible and a Director</li> </ul>	DAY 2: 2/4 hours	

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	<ul style="list-style-type: none"> <li>• What <b>goods and services</b> should the job produce</li> <li>• What <b>impact</b> should the work have on the organization</li> <li>• How do you expect the employee to <b>act with clients, colleagues, and supervisors</b></li> <li>• What are the <b>organizational values</b> the employee must demonstrate</li> <li>• What are the <b>processes, methods, or means</b> the employee is expected to use?</li> <li>• Outline specifics of job role – (job description)</li> <li>• Define goals, objectives, and expectations of role</li> <li>• Explain performance appraisal process.</li> </ul>			
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6. Assign a Mentor (If new employee is a manager no mentor will be assigned)	This “buddy” will show the new employee where everything is and make him feel welcome and help him / her so settle in.	<ul style="list-style-type: none"> <li>Line Manager</li> </ul>	DAY 2: 1 hour	
7. Culture	<ul style="list-style-type: none"> <li>When s/he must <b>arrive</b> at the office or report for work</li> <li>Where s/he must <b>park</b></li> <li>How s/he will <b>access</b> the building/site</li> <li>The company’s <b>dress code</b></li> <li>Explain procedure for leave requests, sickness procedure, over time working, dress code, lunch arrangements, etc.</li> </ul>	<ul style="list-style-type: none"> <li>HR Manager</li> </ul>	DAY 2: 3/6 hours	


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	<ul style="list-style-type: none"> <li>Other company procedures e.g. disciplinary, grievances, internet and e-mail usage, company vehicle, PPE, Training Policy etc.</li> </ul>			
<p>8. Compliance</p> <p>(If the employee is a manager, HR, Finance, HSE and Operations need to be discussed in detail as per subparagraph A, B, C and D)</p>	<ul style="list-style-type: none"> <li>Operations</li> <li>Health and Safety Policy and Procedures</li> <li>Finance Procedures</li> <li>HR Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Line Manager, HSE Manager, Finance Manager and HR Manager</li> </ul>	<p>DAY 3: 1 day to be allocated for each department</p>	
<p><b>A) <u>OPERATIONS:</u></b></p> <p>1. Challenges</p>	<p><b>B) <u>HEALTH AND SAFETY:</u></b></p> <p>1. Health and safety information relevant to the department/site</p>	<p><b>C) <u>FINANCE:</u></b></p> <p>1. Procurement policy and procedure 2. Petty Cash Policy</p>	<p><b>D) <u>HR:</u></b></p> <p>1. Payroll 2. Time Sheets 3. Bonusses</p>	



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2. Equipment 3. Reporting (productivity) 4. Client relationships 5. Invoicing 6. Scope of work peruse	2. Issuing of fire instructions and procedure 3. Location of fire-fighting equipment 4. Accident /Incident reporting 5. First aid facilities/pre-employment health screening/role of Occupational Health / Mine Doctor/Clinic 6. PPE 7. Health and Safety Policy 8. Client's health and safety protocols	3. Supplier Management 4. Debtor Management 5. Site/Department Budget	4. Benefits 5. Disciplinary measures and template 6. HR Strategies 7. HR Administration 8. Recruitment 9. Training 10. Succession Planning 11. Performance Review Process 12. Leave Rosters 13. HR Policies and Procedures	
9. Clarification	<ul style="list-style-type: none"> <li>Employee's opportunity to ask questions to clarify any uncertainty</li> </ul>	<ul style="list-style-type: none"> <li>Line Manager/HOD member if employee is a manager</li> </ul>	DAY 4: 2/3 hours	

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<p>10. Evaluation/Monitoring of Induction</p>	<ul style="list-style-type: none"> <li>Follow up interview with employee to determine if employee fit in the organization and if employee's performance is up to standard and if employee is aware of the standard required</li> <li>Establish if employee needs any guidance or assistance</li> </ul>	<ul style="list-style-type: none"> <li>Line Manager and HR Manager/HOD member if employee is a manager</li> </ul>	<p>DAY 30: 4/6 hours</p>	
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**I have been informed about and understand the above items.**

Signature of New Employee: ..... Date: .....

**I confirm I have completed the above induction programme with the employee**

Signature of  
Line Manager / HOD Member: ..... Date: .....

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**I confirm that I have checked and can verify that the above Induction Programme has been completed for the above member of staff.**

Signature of HR Head of Department:

HR Manager: ..... Date: .....