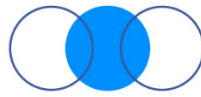


<b>Code</b>	<b>IC.001</b>
<b>Title</b>	<b>Induction Checklist</b>
<b>Status</b>	<b>Active</b>
<b>Prepared by</b>	<b>Stuart Hanson</b>
<b>Approved by</b>	<b>Dorian R Ramirez Sosa</b>
<b>Date Approved</b>	<b>01.06.20</b>
<b>Revision Number</b>	<b>Version 1.2</b>
<b>Date last amended</b>	<b>01.06.20</b>
<b>Date of next review</b>	<b>01.06.22</b>
<b>Contact Officer</b>	<b>Stuart Hanson</b>
<b>Distribution Status</b>	<b>Controlled</b>



### Induction checklist

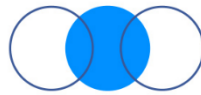
It is important to ensure that the new employee and the business maintain a copy for the personnel file. This checklist enables the new employee to follow what is happening and will act as a reminder of anything missed or that needs particular attention. It should be the responsibility of both management and new starter to ensure that all relevant items are properly covered during the induction period. By signing this document, the employee agrees that they understand the documents presented to them and agrees to comply to them.

Name \_\_\_\_\_ date of starting \_\_\_\_\_

Description	Date	Carried out by (employee print name & sign)	Carried out by (manager to print name & sign)	General Comments
Reception <ul style="list-style-type: none"> <li>Received by</li> <li>Personnel documentation and checks completed (see separate check list)</li> </ul>				
Introduction to the company <ul style="list-style-type: none"> <li>Who's who</li> <li>History</li> <li>Services</li> <li>Future plans and developments</li> </ul>				
Terms and conditions of employment <ul style="list-style-type: none"> <li>Written terms and conditions issued</li> <li>Contract of employment issued</li> <li>Hours, breaks, method of payment</li> <li>Holidays</li> <li>Clocking on/flexitime/reporting procedures</li> <li>Probationary period</li> <li>Period of notice</li> <li>Sickness provisions</li> <li>Pension provisions</li> </ul>				



<b>Description</b>	<b>Date</b>	<b>Carried out by (employee print name &amp; sign)</b>	<b>Carried out by (manager to print name &amp; sign)</b>	<b>General Comments</b>
Equal opportunities policy and worker development <ul style="list-style-type: none"> <li>• Training provision</li> <li>• Further education/training policies</li> <li>• Performance appraisal</li> <li>• Promotion avenues</li> </ul>				
Worker/employer relations <ul style="list-style-type: none"> <li>• Trade union membership</li> <li>• Other worker representation</li> <li>• Worker communications and consultation</li> <li>• Grievance and disciplinary procedure</li> <li>• Appeals procedure</li> </ul>				
Organisation rules <ul style="list-style-type: none"> <li>• Smoking policy</li> <li>• General behaviour/dress code</li> <li>• Telephone calls</li> <li>• Canteen/break facilities</li> <li>• Cloakroom/toilets/lockers</li> </ul>				
Health and safety <ul style="list-style-type: none"> <li>• Awareness of hazards – any particular to type of work</li> <li>• Safety rules</li> <li>• Emergency procedures</li> <li>• Clear gangways, exits</li> <li>• Location of exits</li> <li>• Dangerous substances or processes</li> <li>• Reporting of accidents</li> <li>• First aid</li> <li>• Personal hygiene</li> <li>• Introduction to safety representative</li> </ul>				
Welfare and worker benefits / facilities <ul style="list-style-type: none"> <li>• Savings schemes (including share options)</li> <li>• Transport/parking arrangements</li> </ul>				



Description	Date	Carried out by <i>(employee print name &amp; sign)</i>	Carried out by <i>(manager to print name &amp; sign)</i>	General Comments
The job <ul style="list-style-type: none"> <li>• Introduction to manager/supervisor</li> <li>• Requirements of new job</li> <li>• Standards expected</li> <li>• Co-workers</li> <li>• Supervision and work performance appraisals</li> </ul>				
Privacy and Data management <ul style="list-style-type: none"> <li>▪ Privacy policy</li> <li>▪ Data protection</li> <li>▪</li> </ul>				

