

**About this document**

This document is part of a suite of resources developed by Matrix to assist organisations delivering Emergency Relief services in Australia. We gratefully acknowledge the generous assistance provided by the following organisations, who provided examples of their own documents to inform the development of this set of resources.

**Institute of Community Directors Australia**

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https://www.communitydirectors.com.au/

**Using this document**

This resource is intended to provide a starting point for the development of appropriate Emergency Relief service forms, policies, procedures, processes and other documents. It is provided as a ‘white label’ template, which means that it may be customised to suit the needs of your organisation. Text in *italics and highlighted in blue* indicates customisation is required. Matrix strongly recommends that the whole document is carefully reviewed to ensure that the details are compliant with your organisation’s funding agreements, contracts, service standards and policies. We have kept formatting to a minimum, as your organisation may require specific formatting to be applied to the final document.

Your organisation’s decision making or delegation policies and procedures should be followed to ensure appropriate approvals are obtained.

It is good practice to review and update any formal documents on a regular basis. We have included a ‘document review’ field in the footer of this document for this purpose.

Please contact Matrix on (freecall) 1800 628 749 or mobct.com.au if you have any questions or problems using this resource.

*Delete this cover page after reading*

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| --- | --- | --- | --- |
| Policy number | <<insert number>> | Version | <<insert number>> |
| Drafted by | <<insert name>> | Approved by Board on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

***Please note that this is a template policy for guidance only. For assistance in tailoring this policy to suit your organisation, or for legal advice at a pre-agreed price or training in this area, please do not hesitate to contact Moores to discuss how we can meet your needs. Please call the NFP-Assist Legal Hotline on (03) 9843 0418 or email to*** ***NFPassist@moores.com.au******.***

## **Introduction**

[Name of Organisation] is committed to inducting all new employees, 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 which are well planned, conducted and evaluated will enable new employees to learn about the organisation, its culture and the requirements of their role.

## **Purpose**

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

## **Definitions**

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

## **Policy**

This Policy applies to employees responsible for conducting Inductions within [Name of Organisation].

All employees (including contractors, casuals, volunteers and temporary staff) will be inducted into [Name of Organisation] in a manner as described in the procedures which accompany this policy document.

## **Authorisation**

[Signature of Board Secretary]
[Date of approval by the Board]
[Name of Organisation]



|  |  |  |  |
| --- | --- | --- | --- |
| Procedures number | <<insert number>> | Version | <<insert number>> |
| Drafted by | <<insert name>> | Approved by CEO on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

## **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 employees;
* all new employees participate in an induction program.

It is the responsibility of the **Induction Coordinator** to ensure that:

* an induction kit (electronic or hard copy) is developed, containing relevant documents, including information about [Name of Organisation] 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 employees 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 employee 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 employee., such as Occupational Health & Safety requirements, duties to be undertaken, dealing with clients/customers, physical layout of the site, etc. This will ensure that employees can work safely and represent the organisation effectively.

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

The Induction Coordinator should assign a “mentor” who will help induct the new employee 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 employee’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 employee, ticking each item as it is addressed and crossing out those items not applicable. They should ensure that the new employee and the appropriate Manager sign the Induction Checklist on completion.

### **Follow Up**

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

## **Related Documents**

* [Staff Recruitment Policy](http://www.ourcommunity.com.au/files/policybank/StaffRecruitmentPolicy2015.doc)

## **Authorisation**

[Signature of CEO]
[Name of CEO]
[Date]

**APPENDIX A**

# **RECRUITMENT INDUCTION CHECKLIST**

Employee 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:*

* Employee 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 employee

### **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 employee to:***

* Managers and Supervisors
* Other employees
* 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 employee to complete within three weeks.

**CONFIRMATION OF COMPLETED INDUCTION**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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