

**INDUCTION POLICY  
OF  
SUPPLYFORCE LTD**

## **1 INTRODUCTION**

The company recognises the importance of ensuring that all employees and temporary workers begin their employment with the company in a positive and supportive environment. This policy aims to clarify the support provided and the responsibilities of all parties in ensuring induction is completed effectively and dealt with in an organised and consistent manner. This policy covers induction for new employees and temporary workers joining the company and existing employees or temporary workers who transfer within the company. Supplyforce Ltd will ensure that this policy is accepted by labour users that the company has business with, and/or that the labour users have their own comprehensive induction policy, where theirs and our policy are not in breach of the Terms and Conditions of business, agreed between the company and the labour user.

## **2 AIM**

Induction is the process of familiarisation with the organisation and settling into the job. It ensures that all employees and temporary workers obtain a good understanding of how the organisation works including its principles, values and objectives and that all employees and temporary workers have the knowledge and skills necessary to perform their role in a safe working environment. The implementation of good induction practices:

- enables new employees and temporary workers to settle into the company quickly and become productive and efficient members of staff within a short period of time
- helps create a positive and supportive working environment
- reduces the risk of staff turnover in the early stages of employment and poor performance generally
- helps define performance expectations, maintain motivation and identify training and development needs
- ensures that employees and temporary workers operate in a safe working environment
- ensures all new employees and temporary workers have the necessary skills and competencies and can apply these in the workplace
- reduces costs associated with repeated recruitment, unless where applicable, training and lost production

## **3 RESPONSIBILITIES**

The company directors or the labour user's representatives, whichever applicable, are responsible for planning induction programmes and for determining the scope and nature of them. This includes issuing guidelines to familiarise employees and temporary workers with

the induction process and providing an Induction Checklist for employees and temporary workers to follow during the induction period.

It is the responsibility of the line manager or the labour user's representative to ensure that the induction process takes place, including ensuring that employees or temporary workers:

- are issued with an Induction Checklist on their first day of employment
- are made aware of their own line management structure and reporting arrangements
- know how to access relevant policies and procedures

#### **4 INDUCTION CHECKLIST**

The Induction Checklist lists the items that need to be covered in the induction programme and is a useful way of ensuring that information is imparted to new employees or temporary workers when they are likely to be most receptive. Not only does this give some structure to the induction but it also ensures that both the new employee or temporary worker and the manager know what has or has not been covered at any given time. It is the responsibility of both management and the new employee or temporary worker to ensure that all relevant items are properly covered during the induction period. At the end of the process the Induction Checklist should be signed by the relevant parties and placed in the employee's or temporary worker's personnel file.

#### **5 INDUCTION TIMETABLE**

5.1 A good reception, with the line or personnel manager spending time with the new employee or temporary worker, is important on the first day. An introductory talk will be appropriate at this time and can be combined with the provision of general information and exchanging any necessary documentation. Managers should refer to the Induction Checklist and use it as a basis for discussion to ensure all documentation is complete. Any particular health and safety requirements should be made known, together with details of whom to go to for help and advice during the course of their employment. If possible, a co-worker should act as a guide and adviser to the new employee or temporary worker. This person can help in everyday questions such as canteen facilities, introducing other co-workers, explaining the layout of the building, etc in an informal way as they occur.

5.2 The induction programme may last several days or weeks and may involve job training but the following points should be remembered:

- all employees or temporary workers need to be able to work in a safe and healthy environment.
- systems should be in place to identify health and safety training needs arising from recruitment.
- avoid overloading employees or temporary workers with information. Introduce health and safety in a structured way.

- make sure the new employee or temporary worker understands the importance of any special health and safety requirements. All employees or temporary workers must know what to do in the event of a fire or other emergency.

## **6 INDUCTION PROGRAMME**

The induction programme need not be formal but it must be properly managed. Most induction will consist of meeting and talking with new colleagues, watching activities and asking questions. It may be appropriate to provide certain information in written form, such as the company's policies and procedures. People transferring from one part of the organisation to another also need induction into their new area. Induction programmes must be geared to the individual's needs. Some of the more obvious new members of staff requiring special attention are as follows:

- School Leavers

School leavers, who may be nervous but excited at the prospect of their first job, are likely to need more support than other groups and it is important for the company to encourage a positive attitude to work and to allay any fears the new recruit may have. Health and safety is a particularly important area to stress and account must be taken of their inexperience, lack of awareness of existing or potential risks, and immaturity.

- Graduates/Professional Trainees

For graduates, who tend to have a high level of knowledge but may not have the skills relevant to the job, the induction period will probably cover job training. Graduates should be allowed to do some practical work to make them feel that they are making a contribution from early on. They will also want to have a clear picture of future career prospects and to gain broad experience with this in mind. Advisors should be provided for graduates to organise the necessary breadth of experience and to offer advice and support in relation to career progression.

- Management

In most cases individual induction programmes will be necessary for all new managerial staff, taking into account their backgrounds and experience and the nature of their new roles. Commonly, management will undergo further training which means they will be less involved with practical work which could lead to loss of motivation. Their induction period should attempt to include them in appropriate work in the organisation if at all possible.

- Minorities

Induction programmes for minorities should pay attention to any sensitivities and account should be taken of any particular cultural or religious customs or language problems so that misunderstandings do not occur.

- Other groups

Other groups requiring special attention include the long-term unemployed, men or women returning to work after some years caring for children or other relatives and disabled

employees. The former two groups will require induction programmes as they may feel out of touch with developments and be lacking in confidence. Careful pre-planning can reduce the problems which may arise for employees or temporary workers with disabilities, whether in terms of access or equipment. The necessary reasonable adjustments to the workplace required to accommodate the disabled individual should be completed prior to them commencing and carried out in discussion with the individual or their adviser.

## **7 FOLLOW UP**

Although there is no set timescale for the induction programme, every effort should be made to follow up the new employee or temporary worker after a number of months to check that the induction went well.