Fitzroy Basin Association Inc
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HR10 Induction Policy

Purpose of This Policy

The Organisation realises the importance of induction to assist new employees to settle into the workplace and to inform new employees about the Organisation and its policies.

The purpose of this Induction Policy is to outline the Induction process that all new employees of the Organisation will participate in on commencement of employment.

Application of the Policy

This Induction Policy applies to employees, agents and contractors (including temporary contractors) of the Organisation, collectively referred to in this Induction Policy as ‘workplace participants’.

The Induction Process

The Induction process will typically comprise 2 phases. Phase 1 involves completion of relevant paperwork such as payroll details etc. Phase 2 involves a face to face induction session that covers a range of topics about the Organisation.

Phase 1 - Paperwork

Phase 1 of the induction process involves new employees completing necessary paperwork, to ensure they can be established on the Organisation’s database.

The paperwork will be sent to the employee prior to the first day, finalisation of paperwork should occur on the first day of the employees employment/engagement.

The paperwork includes completing:

(a) an employment contract;

(b) employee personal information form;

(c) details of banking information;

(d) superannuation documentation;

(e) tax file number declaration;

(f) FBA Drivers Questionnaire.

Phase 2 - Induction Session

The second phase of the organisation’s induction involves an induction session which is typically conducted by human resources, the EO or other delegated employee.

The induction session is typically completed on the first day and must be completed within 1 week of commencing work with the Organisation.

The induction session will work through the orientation manual and typically cover:

(a) A brief history of the Organisation;

(b) A general outline of the Organisation and the future directions of the business including an outline of the various teams in the organisation;

(c) General housekeeping procedures;

(d) work health and safety, including the emergency evacuation procedure;

(e) telephone protocol and appropriate use of voicemail;

(f) availability of training;

(g) an outline of the organisation's computer network system;

(h) the organisations policies, including HR & WHS;

(i) check list of induction procedure.

At the end of the induction process, new employees are required to sign a form confirming their understanding and acknowledgement of the HR & WHS Policies.

Introduction to Staff/Mentoring

The new employees Supervisor is responsible for ensuring the new employee is introduced to other employees.

New employees should wherever possible, be allocated a mentor to assist with transition into the Organisation's business. The mentor should also acquaint the new employee with the day to day operations of the workplace including work breaks and facilities available.

A mentor should aim to make the new employee feel welcome and assist their transition into their new environment. A mentor may also impart professional and practical experience to the new recruit as part of the induction process.

Induction Information Kit

A new workplace participant may be given an induction folder comprising of:

(a) Overview of organisation

(b) HR & WHS Policies of FBA;

(c) the Organisation's Strategic Plan;

(d) Statement of the Organisation's Values;

(e) Maps to workplace area;

(f) Induction evaluation form.

Relevant Legislation

- Commonwealth Fair Work Act 2009