Induction Policy

*Last updated July 2021*

*Note: This sample policy goes above the relevant legal requirement for an induction policy and its procedures. Indeed, an employer does not need to have an induction policy, but an employer does need to provide an adequate induction to ensure that the staff member can work safely and understands that inappropriate behaviour is unacceptable. A policy such as this sample will assist an employer to do so.*

|  |  |  |  |
| --- | --- | --- | --- |
| 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] |

### Introduction

* 1. [Organisation] is committed to inducting all new paid employees, volunteers, and contractors (hereafter collectively referred to as ‘staff’) into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.
  2. Induction programs which are well planned, conducted and evaluated will enable new staff to learn about the organisation, its culture and the requirements of their role.

### Purpose

* 1. The purpose of this document is to ensure that new staff have a smooth transition into the organisation and their roles.
  2. New staff includes both staff recruits to the [Organisation], and (in appropriate circumstances) staff transfers and promotions.

### Policy

* 1. This Policy applies to the CEO, staff responsible for conducting Inductions within [Organisation], and [Organisation]’s Human Resources department.
  2. All staff will be inducted into [Organisation] in a manner as described in the procedures which accompany this policy document.

## Induction Procedures

*Last updated July 2021*

|  |  |  |  |
| --- | --- | --- | --- |
| Procedure number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved on | [insert date] |
| Authorised person | [insert name] | Scheduled review date | [insert date] |

### Responsibilities

* 1. 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 staff members.
  1. 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 [Organisation] policies;
* all new staff participate in an induction program;
* the induction kit is kept up to date with relevant information;
* the quality of the induction process is maintained.
  1. It is the responsibility of the **Human Resources Department** to ensure that:
* the Induction Coordinator is notified of any new staff.

### Processes

#### All staff including short-term or temporary staff

* 1. The Induction Coordinator must schedule all new staff to attend an induction on their first day of work, nominating the area or digital channel where the induction will be conducted, and ensuring all necessary resources are available (e.g. chairs, electronic equipment, refreshments, etc.).
  2. In cases where a new staff member cannot be inducted by the Induction Coordinator, the Induction Coordinator must arrange for an appropriate Manager or Supervisor to carry out the task.
  3. An appropriate amount of time and resources should be used to ensure that all of the required information is communicated to the new staff, such as Occupational Health & Safety requirements, duties to be undertaken, dealing with clients/customers, physical layout of the site, software used, etc. This will ensure that staff can work safely and represent the organisation effectively.
  4. The Induction Coordinator should tailor the induction program to suit the needs of the staff member(s) being inducted and provide the appropriate information to the new staff member(s).

#### All staff except short-term or temporary staff

* 1. The Induction Coordinator should assign a “mentor” who will help induct the new staff during the first two weeks of employment. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips, introduce other staff members and be involved in giving feedback.
  2. The Induction Coordinator is responsible for following up the staff member’s induction during the first week and month as indicated on the Induction Checklist (see Appendix A).
  3. The Induction Coordinator should work through an Induction Checklist for each new staff member, ticking each item as it is addressed and crossing out those items not applicable. They should ensure that the new staff member and the appropriate Manager sign the Induction Checklist on completion.
  4. The Induction Coordinator should ensure that each staff member completes an Induction Evaluation within three weeks of completing the Induction and forward this to the Human Resources Department.

### Related Documents

[Staff Recruitment Policy](https://communitydirectors.com.au/policies/staff-recruitment-policy)

## APPENDIX A

### RECRUITMENT INDUCTION CHECKLIST

Staff member name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of commencement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Engagement Type: Full-Time ¨ Part-Time ¨ Casual ¨ Volunteer ¨ Contractor ¨

*(tick appropriate box)*

### WELCOME

Welcome new starter to the organisation.

Provide copies of:

* Employee Handbook (if applicable)
* All Occupational Health and Safety Policies and processes, including (but not limited to) fire safety, incident reporting, bullying and sexual harassment policies and procedures
* Other relevant policies

### INTRODUCTION

Provide an overview of the organisation, including:

* Mission
* Size
* Organisational structure
* Services provided

### CONDITIONS OF ENGAGEMENT

Provide:

* Position description
* Relationship of job to other jobs within the organisation
* Written contract (if not already provided)
* Professional image
* Training and development

### WORKPLACE ENVIRONMENT

Conduct office tour, where relevant, including:

* Toilets
* Tea room/canteen
* First aid facilities
* Car Parking / public transport
* Noticeboards

Provide overview of local area, where relevant, including:

* Local shops/facilities
* Public transport

Provide overview of digital communication channels, where relevant.

Introduce new staff member to:

* Managers and Supervisors
* Other staff members
* 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 staff member to complete within three weeks.

### CONFIRMATION OF COMPLETED INDUCTION

Staff member name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff member signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Manager/Supervisor name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager/Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

About this document

This policy sample has been developed by the [Institute of Community Directors Australia](https://www.communitydirectors.com.au?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template) (ICDA), in conjunction with [Maddocks](https://www.maddocks.com.au/), and is free for any not-for-profit organisation to download and use, so long as it is for a non-commercial purpose and that the organisation is not paying a consultant to carry out this work. [See here](http://www.ourcommunity.com.au/general/general_article.jsp?articleId=2153#16) for our full copyright guidelines.

### Important notes

You should not rely on these sample policies and procedures alone. They are a starting point only. You need to adapt the sample policies and procedures to suit your own language and the specific requirements of your organisation.

Most samples include both policies and procedures. The policies are designed to provide guidance on standards, while the procedures give instructions on implementing the standards. We recommend adopting policies at a board level, while procedures can be developed and signed off by the organisation's CEO.

We use the term ‘Board’ to cover boards, committees of management, or anybody that has final authority in your organisation. The term ‘CEO’ extends to executive directors, or your chief administrator. You should change the terms in these policies to match the terms used by your organisation.

### Other policies

There are a number of policies available on the [Community Directors website](https://communitydirectors.com.au/tools-resources/policy-bank). You can search for what you need with our site search function.

### Make a deposit into our Policy Bank

If you have some policies that your organisation believes would be of benefit to other groups, email them to [service@ourcommunity.com.au](mailto:service@ourcommunity.com.au). We will review them, amend them so that they are applicable to the greatest number of not-for-profit organisations as possible, update them into our format, and upload them to our Policy Bank as an easily accessible resource.

### Join us!

ICDA is a best-practice governance network for the directors serving on Australia’s 600,000 not-for-profit boards, committees and councils, and the senior Workers who support them. ICDA members get access to a range of educational, capacity building and networking opportunities that build knowledge, connections and credentials.

If you appreciated this free policy, we would appreciate your ongoing support by joining ICDA from only $65 per year.

### The benefits of membership

1. Receive ‘responsible person’ status – ICDA members are recognised by the ATO under ‘responsible person’ rules, provided (among other things) that the member is not:
   1. a founder of the organisation;
   2. a donor to the organisation who has contributed more than $10,000; or
   3. an associate of a founder or a donor who has contributed more than $10,000 to the organisation.
2. Recognition – three membership post-nominal options, providing community and professional recognition for educated and engaged not-for-profit members;
3. Capacity building publications – including current trends, issues and emerging areas of risk via member-only newsletters and governance help sheets;
4. Policy alerts – receive notification when changes are made to governance, human resources, financial management, values and communication policies which have previously been downloaded through the Policy Bank;
5. Preferential member pricing – members receive discounts for the Festival of Community Directors events and online Compact Courses;
6. Alumni events – access to deep connections and a vibrant network of believers and doers. There is an online forum, as well as regular invitations to events such as the Communities in Control Conference;
7. Access to forums, networks, information and opportunities – boost your confidence (and competence) and open career doors; and
8. Budget-friendly – for as little as $65 a year you get all the benefits outlined above and so much more.

### Legal advice at a pre-agreed price

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 Our Community’s preferred legal supplier [Maddocks](https://maddocks.com.au).

E: [NFPHelp@maddocks.com.au](mailto:NFPHelp@maddocks.com.au) | W: <https://maddocks.com.au>