Induction Programme for New Staff

CELL   ....

NAME OF EMPLOYEE   ....

JOB TITLE   ....

DATE OF JOINING   ....

ITEMS TO COVER

The Cell	Complete
1. Cell function	
2. Introduction to colleagues	
3. New entrant's own job	
4. Supervision	
5. General layout - entrances and exits	
6. Telephone/intercom system	
Conditions of Employment	
1. Information on hours of work (including duty, shift systems, breaks, etc.)	
2. Time recording, attendance, etc.	
3. Bonus, allowances, incentives, etc.	
4. Probationary period of employment and contract period info	
5. Company's schemes	
6. Reporting when sick (including when on leave)	
7. Arrangements/procedure for requesting leave	
8. Other information relevant to job title	
Health and Safety	
1. Health and safety information relevant to the Cell	
2. Location of fire-fighting equipment	
3. Accident reporting	
4. First aid facilities/pre-employment health screening	
5. Security of Cell/building	
6. Arrangement for ID Badges	
7. Management of monies/valuables	
Conduct	
1. Personal presentation	
2. Disciplinary procedures	
3. Confidentiality	
4. Noise Control	
5. Acceptance of gifts	
6. Statements to the Press/Media	
7. Local rules regarding smoking, drinking, etc.	
8. Private use of telephones	
9. Standards of Business Conduct	

Facilities	
1. Lockers, toilets, etc.	
2. Tea, Coffee, meals, etc.	
3. IT equipments	
Education, Training, Promotion	
1. Skill upgradation & Training	
2. Means of advancement, promotion opportunities	
3. Employee appraisal and review systems	
Employee Involvement and Communication	
1. Communication arrangements	
2. Information sources, e.g. notice boards, circulars, social virtual groups etc.	
3. Food and Health	
4. Handling Complaints	
Items Specific to Cell	
1. Pay	
2. Notice of termination of employment	
3. Leaves	
4. Other specific information	

I have been informed about and understand the above items.

Signature   Date:

I confirm that the above Induction Programme has been completed for the above member of staff.

Signature of Cell Head/
Designated Officer   Date: