

Policy: New Staff Induction

PL No – 21

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

For all new staff and ex-staff rejoining the company, following will be the induction procedure, which has to be done by the HR department.

- 1- Give new staff a general tour of office premises, toilets, pantry, plants, warehouses etc.
- 2- Introduce the new staff to other employees, HODs and management.
- 3- Make the new staff read company policies and watch videos of policies.
- 4- Once the company policies are read by the new staff, HR – Head will checkout his understanding of those policies by randomly asking questions.
- 5- After this if qualified for it, he shall be issued with his laptop/desktop.
- 6- Give the staff his updated one pager for him to know his scope of work.
- 7- Give the staff HAT materials left by his predecessor which he/she shall read/listen or watch, if no Hat available, he shall later create the HAT after being established on his post.
- 8- Once this is done, his Senior/HOD explains the work to be done by him.
- 9- He then meets any other HODs/Staff who shall explain/co-ordinate in his daily workings.
- 10-He can be given Hand – Over by his predecessor at any point after point 4 is done.

Special Note – These steps are to be done for each new staff on company roll. If found it was not done, this will be treated as policy violation by HR – Head and everyone in the HR department.

(This does not include the general procedures of HR Department such as offer/appointment letter and documentation, they will remain as they are.)

Written By

Head – HR



Approved By

Management