

STAFF INDUCTION POLICY

INTRODUCTION

Watch This Space Inc (WTS) is committed to inducting all new employees, volunteers and contractors into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

Induction programs that are well planned, conducted and evaluated will enable new employees to learn about the organisation, its culture and the requirements of their role.

PURPOSE

The purpose of this document is to ensure that new employees, volunteers and contractors have a smooth transition into the organisation and their roles.

DEFINITIONS

'New employees' refers to both recruits to the company (including contractors, casuals, volunteers and temporary staff), and staff transfers and promotions.

POLICY

This Policy applies to employees responsible for conducting Inductions within WTS.

All employees (including contractors, casuals, volunteers and temporary staff) will be inducted into WTS in a manner as described in the procedures that accompany this policy document.

AUTHORISATION

[Signature of Board Secretary]
[Date of approval by the Board]
WTS



STAFF INDUCTION PROCEDURES

RESPONSIBILITIES

It is the responsibility of the Coordinator to ensure that all new employees participate in an induction program.

The Coordinator ensures that:

- an induction kit (electronic or hard copy) is developed, containing relevant documents, including information about WTS policies;
- the induction kit is kept up to date with relevant information;
- the quality of the induction process is maintained.

PROCEDURES

The Coordinator must schedule all new employees to attend an induction on their first day of employment, nominating the area where the induction will be conducted, and ensuring all necessary resources are available.

In cases where a new employee cannot be inducted by the Coordinator, the Coordinator must arrange for an appropriate person to carry out the task.

An appropriate amount of time and expenditure should be used to ensure that all of the required information is communicated to the new employee such as Occupational Health & Safety requirements, duties to be undertaken, dealing with clients/customers, physical layout of the site, etc. This will ensure that employees can work safely and represent the organisation effectively.

The Coordinator should tailor the induction program to suit the needs of the employee(s) being inducted and provide the appropriate information to the new employee(s).

The Coordinator is responsible for following up the employee's induction during the first week and month as indicated on the Induction Checklist (see Appendix A).

The Coordinator should work through an Induction Checklist for each new employee, ticking each item as it is addressed and crossing out those items not applicable. They should ensure that they and the new employee sign the Induction Checklist on completion.

FOLLOW UP

The Coordinator should ensure that each employee completes an Induction Evaluation within three weeks of completing the Induction and forward this to the Board.

RELATED DOCUMENTS

- Staff Recruitment Policy

AUTHORISATION

[Signature of Coordinator]

[Name of Coordinator]

[Date]

RECRUITMENT INDUCTION CHECKLIST

Employee Name: _____

Date of Commencement: _____

Position: _____

Employment Type: Full-Time Part-Time Casual
(tick appropriate box) Volunteer Contractor

WELCOME

Welcome new starter to the organisation.

Provide copies of:

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

INTRODUCTION

Provide an overview of the organisation, including:

- Purpose
- Size
- Organisational structure
- Services provided
- Introduce employee

CONDITIONS OF EMPLOYMENT

Provide:

- Position description
- Relationship of job to other jobs within the organisation
- Leave entitlements
- Remuneration and superannuation
- Professional image
- Training and development

WORKPLACE ENVIRONMENT

Conduct office tour, including:

- Toilets
- Kitchen
- First aid facilities
- Car Parking / public transport
- Noticeboards
- Studio and gallery spaces
- Outdoor area

Provide overview of local area:

- Local shops/facilities
- Public transport

Introduce new employee to:

- Board members (when present)
- Other employees / studio and exhibiting artists
- Occupational health and safety representatives
- First aiders
- Fire wardens

EVALUATION

Distribute Induction Evaluation for the employee to complete within three weeks.

CONFIRMATION OF COMPLETED INDUCTION

Employee Name: _____

Employee Signature: _____

Date: _____

Coordinator Name _____

Coordinator Signature: _____

Date: _____