

Induction Policy

Introduction

The A1 Group recognise the importance of ensuring all employees who take up a new post or return from an extended break are welcomed and supported, so that they can begin their work in a positive environment.

This policy aims to clarify the support provided and the responsibility of all parties in ensuring induction is job relevant, captures relevant department and corporate level information and is completed satisfactorily. If an appropriate induction is not provided or an employee does not engage in the induction process it must be raised immediately and will be dealt with as a performance matter.

The A1 Group acknowledges its responsibility to encourage and support continuing professional development for all employees, articulated in the Training and Development Strategy/Plan. The provision of appropriate induction is the first in a programme of opportunities for staff.

Individual guidance for each business within the Group will be provided at local induction.

Purpose

Induction is the process by which an employee is integrated into the organisation and ensures they have the knowledge and skills to perform their role safely and have an understanding of the values and principles of the organisation. Induction should be viewed as a continuous process starting with the first contact with the employee following the completion of the selection process. The length of the programme will vary according to the complexity of the job and the employee's previous experience however for the purposes of the Corporate Induction, the necessary information and activities outlined below ought to be completed within 6 weeks from commencement.

The Induction process should assist the employee to perform their role effectively, achieve job satisfaction and provide a platform to facilitate them to demonstrate their competencies during the probationary period.

Scope

This policy applies to all new employees, including lay reviewers and agency workers, working in within the A1 Group, existing employees who move to a different role/business within the Group and employees returning to work after an extended break of employment.

Some employees may need additional support to meet their particular needs, for example, employees with a disability.

Objectives

To support the integration of new staff into the A1 Group and to help them perform effectively.

To foster an early appreciation of the A1 Group's role and functions and vision.

To provide information on the A1 Group's values, policies and procedures, practices and strategic objectives.

To help define performance expectations, maintain motivation and foster good working relationships.

To provide new staff with learning, development and training opportunities which will support them in performing their duties effectively.

To identify and find solutions to any difficulties encountered by new staff.

Induction Procedure

Induction Timetable

The induction process should begin before the person has started. This includes offer letters and information from Human Resources (HR) and ensuring induction arrangements are in place in line with this policy and procedure.

The length of induction will depend upon the individual, the post and business/role requirements. However, in order to satisfactorily complete the key activities outlined below, a period of 4-6 weeks is recommended. Consideration will need to be given to the needs of the individual staff member to determine the pace and level of the induction programme.

Support for Induction

An Induction Checklist, generic in nature, will be used to record key induction activities to be completed by new staff during their first day, first week and first month of employment. Staff will be given an induction folder for the purposes of storing the materials they will receive during the induction period.

Staff recruited for specific posts, for example, inspector/quality reviewer, will receive additional induction commensurate with their role and responsibilities at local induction.

Responsibilities for Induction

Director/Senior Manager

The Director/Senior Manager will:-

- Confirm induction arrangements are in place with the appropriate Line Manager for the employee
- Confirm induction has taken place in line with this policy and procedure
- Ensure the induction process meets the business needs of their business

Line Manager

The Line Manager will:-

- Plan and implement the induction programme in accordance with this policy and procedure and ensure that it takes place
- Ensure that the "Induction Checklist for New Member of Staff" is completed accordingly, so they are aware of what will happen in their first day, first week and first month of employment

- Ensure that information offered to employees is up-to-date and presented in a timely and appropriate manner
- Ensure that employees are informed about health and safety legislation and are informed how to access all the corporate policies and policies relevant to their work
- If available, provide the new start with an opportunity to shadow another member of staff, appropriate to their future role.
- Ensure that employees receive appropriate training to enable them to fulfill the responsibilities of their job, including mandatory training and any other relevant training/support (e.g. training).
- Identify the initial training and development needs of employees and complete learning and development plans
- Monitor the performance of induction within their area and suggest improvements to the process as necessary
- Maintain and promote an interest in induction matters throughout their business
- Participate in any A1 Group Induction briefings and disseminate information to their staff as appropriate
- Ensure induction meetings are set up with Corporate Services managers.
- Maintain an agreed supervision record which demonstrates progress through induction and the outcomes at the end of the probationary period in order to inform further supervision and appraisal arrangements. Whilst the Line Manager is responsible for an employee's induction, it would not be expected that they would cover all the elements personally; individual tasks may be allocated to other named persons i.e. line manager, HR, IT, Health & Safety or a nominated colleague.

Employee

Employees will:-

- Attend and participate in an A1 Group Induction, ensuring that they familiarize themselves with the content of any induction material provided to them
- Ensure their personal details are correct on the HR system
- Ensure they read and adhere to health and safety legislation, all A1 Group policies and policies relevant to their work, and where appropriate, their own professional Codes of Conduct, and undertake their duties in a safe manner without endangering themselves or others.
- Participate in induction meetings, and complete mandatory training during the induction period.
- Be pro-active in ensuring that their induction is effective to allow them to undertake their role competently
- Attend probationary meetings with their Line manager to review their progress through the probationary period (length of time will vary depending on the staff member's specific role/responsibility)
- With the assistance of their Line manager identify development and training needs and agree objectives for their initial 6 months in post (probationary period).
- Discuss any questions or concerns that they may have about their progress with their Line Manager

Office Administration/Human Resources

For new employees Office Administration/HR will:-

- Ensure the payroll administration details are completed
- Ensure all relevant documentation is copied to the personnel file
- Issue contract of employment
- Provide Back Office access and training

Appraisal

Each member of staff receives an annual appraisal in Quarter 1 of each business year. However, formal objective setting and periodic reviews form part of the induction process and should be seen as a pre cursor to appraisal.

Equality

The Authority is an employer committed to Equal Opportunities. All employees must adhere to the Authority's' policy on Equality. This policy has been produced with the aim of supporting the A1 Group's overall strategy to embrace diversity and welcome individuals from all backgrounds. When using this policy, all staff have a responsibility to help maintain a working environment in which the dignity of all employees is respected, also to ensure behaviour is beyond question and not considered offensive.

Training

Appropriate training will be provided to ensure that individuals have the knowledge, skills and experience necessary to implement and operate this policy.

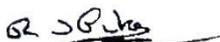
Monitoring

The Induction Policy and associated procedures will be regularly monitored and evaluated by the A1 Group Directors/Managers and HR. Feedback will be elicited from employees involved in the process. The results of this monitoring will be published on an annual basis.

New employees will also be issued with an 'Employee Induction Questionnaire', which they must complete and return to Office Administration/HR.

Revision

The Company will make all employees aware of this Company Policy.

Signed: 

Date: 1/1/24

Russell Pike - **Managing Director A1 Group**

Next Review date 1st January 2025