



INDUCTION POLICY

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1. Purpose

The purpose of this Induction Policy is to outline the process for welcoming and integrating new employees into Pineapple Talent. The goal is to ensure that all new hires have the necessary resources, support, and information to understand their roles, responsibilities, and the company culture, allowing them to perform effectively from day one.

2. Scope

This policy applies to all new employees joining Pineapple Talent, whether full-time, part-time, temporary, or contract workers.

3. Objectives

- To ensure that new employees are familiarized with the company culture, policies, and procedures.
- To provide new hires with the necessary tools, training, and resources to perform their job responsibilities effectively.
- To integrate new employees into their teams and departments seamlessly.
- To support the new employee in their role with continuous feedback and mentoring during the induction period.

4. Induction Process Overview



The induction process will begin on the employee's first day and continue for a specified period (usually the first few weeks to a month). The process will include:

- **Pre-Induction Preparation:**
 - Sending out a welcome pack with company literature, policies, and forms.
 - Setting up the new employee's workstation, email, and access to necessary tools.
 - Scheduling meetings with key team members.
- **Day 1: Welcome and Introduction**
 - Welcome session by HR or the hiring manager.
 - Introduction to the company's mission, vision, and core values.
 - Overview of the company's history, culture, and structure.
 - Review of company policies and procedures (attendance, code of conduct, health and safety, etc.).
- **Week 1: Role-Specific Training**
 - Detailed briefing on the specific role and responsibilities.
 - Introduction to systems and tools required for the role.
 - Training on internal processes, including recruitment procedures (if applicable).
 - Meeting with department heads and key personnel to understand their roles and how they will work together.
- **Ongoing Support (First Month):**
 - Regular check-ins with the direct supervisor or manager to ensure smooth progress.
 - Providing the employee with a mentor or go-to person for any questions or concerns.
 - Offering feedback on job performance and providing areas for improvement.

5. Health, Safety, and Compliance

New employees will be briefed on the following:

- Health and safety regulations relevant to their role.
- Fire drills and emergency procedures.
- Reporting incidents or hazards.
- Compliance with legal and company policies, including data protection and anti-discrimination policies.

6. Administrative Tasks

During the induction period, new employees will complete necessary administrative tasks, including:

- Completing any HR paperwork (tax forms, contract, bank details, etc.).



- Setting up access to company email, internal systems, and other essential tools.
- Reviewing payroll and benefits information.

7. Performance Monitoring

The employee's performance during the induction period will be monitored by the hiring manager and HR:

- Regular check-ins and feedback sessions will be scheduled throughout the induction period.
- After the first month, a formal performance review will take place to assess how well the employee has integrated into the company and the role.