

INDUCTION POLICY

INTRODUCTION

Tayside Contracts is committed to developing a modern, responsive and professional service capable of being the preferred business model for providing high quality, cost efficient public services. An effective induction process allows employees to reflect on this vision and consider how their own goals and values align with the organisation.

The Induction Policy outlines our model for best practice employee induction, which is provided locally and supported by the HR Section. This programme will be referred to as The Corporate Induction.

By engaging all employees in a consistent programme we will ensure they receive the information they need to perform well in their roles, as well as providing a foundation for their ongoing learning.

Tayside Contracts is obliged to provide health and safety induction to all employees under the health and safety legislation such as The Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999, The Fire Scotland Regulations.

SCOPE OF POLICY

This policy sets out Tayside Contracts commitment to providing a Corporate Induction for all employees regardless of role, grade or location of work and who are:

- newly appointed
- transferred or seconded to the workplace
- returning from extended leave
- promoted or undertaking higher duties with responsibilities

It sets out the organisation's expectation that all employees are equipped with the knowledge they require to do their job effectively, as well as an understanding of their specific workplace context and how their role aligns with the business priorities of Tayside Contracts.

PERIOD OF INDUCTION

The length of the induction will depend upon both the individual and organisational requirements. However, in order to satisfactorily complete the Corporate Induction programme, all employees must complete the following, which constitutes the Corporate Induction, within four weeks of joining:

Part 1 – Initial and mandatory introductions

Part 2 – Core induction

Part 3 – On job instructions, information, and training

Part 4 – Induction evaluation

The attached Process Map (appendix 1) details the induction process.

RESPONSIBILITIES

The senior manager will ensure the policy on induction is implemented within their area of responsibility.

The line manager is responsible for the induction of employees, however, some of this process may be delegated. Managers must formally nominate someone to act in these circumstances and note that it remains their responsibility to plan the induction programme and ensure that it takes place.

The line manager is responsible for determining what, in addition to the generic items within the Induction Plan/Checklist pro forma, needs to be covered during the induction. This pro forma is available on the intranet and lists the minimum content to be covered. Additional items will need to be included and recorded depending on the role etc.

The Corporate Induction Guidance Notes (appendix 2) aim to assist line managers to carry out their induction responsibilities.

It will be the responsibility of the Safety and Training Manager to monitor the effectiveness of this procedure. This will include:

- Reviewing the policy and amending as necessary to ensure it is up to date and relevant.
- Ensuring that managers/supervisors are made aware of their responsibilities as determined by this policy.

MONITORING

In line with responsibilities, managers are responsible for checking that employees have completed relevant induction and mandatory training within the appropriate timescale and taking action to manage non-compliance.

If an employee does not attend and complete the Corporate Induction within the 4 week timeframe, the matter will be escalated to the Senior Manager for that area in order that they take appropriate management action to address non attendance.

The Safety and Training Manager will monitor compliance with induction training, adherence to this policy and report the overall induction compliance rates to the HR Manager and CMT on a quarterly basis.

POLICY VIOLATIONS

Failure to comply with this policy may result in individuals being investigated and disciplinary action taken against them in accordance with Tayside Contracts' Disciplinary Policy.

RELATED POLICIES

The Induction Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Occupational Health and Safety Policy
- Recruitment and Selection Policy

The above list is not exhaustive.

POLICY REVIEW

The Induction Policy will be reviewed at three yearly intervals, or as required by legislative changes.

GENERAL DATA PROTECTION REGULATION

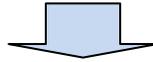
Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk

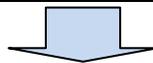
STEP 1 : Before the new employee starts

- Plan the employee’s induction, including who will meet and support them on their first day.



STEP 2 : Day 1 - Initial and Mandatory Introduction

- Comprises of a welcome and introductions along with safety and welfare information.
- Carried out by either the line manager or a delegated member of the team on day 1.
- Initiates a tour of the workplace, introduction to colleagues, essential health and safety requirements.
- Part 1 of the Corporate Induction Plan/Checklist pro forma is completed by the employee as the key areas are ‘initially’ covered.
- Duration 5-10 minutes.



STEP 3 : Core Induction

- Comprises a Corporate overview consisting of several short presentations covering key and essential information.
- Carried out by either the line manager or a delegated member of the team within 4 weeks of commencement of employment.
- Can be delivered to suit the individual and any job related constraints.
- Part 2 of the Corporate Induction Plan/Checklist pro forma is completed by the employee as each module is completed.
- Duration 60 minutes.



STEP 4 : On Job Instructions, Information and Training

- Comprises an ‘on job’ overview of local information and arrangements – instructions, information, training, and establishes how the employee is settling in.
- Carried out by the line manager within 4 weeks of commencement of employment.
- Establishes understanding of key information, previous and relevant training and knowledge.
- Identifies initial objectives/targets/initial/mandatory learning and development needs.
- Can be delivered in a format to suit the individual and any job related constraints.
- Part 3 of the Corporate Induction Plan/Checklist pro forma is completed by the line manager.
- Duration 30 minutes.



STEP 5 : Induction Evaluation

- Part 4 of the Corporate Induction Plan/Checklist pro forma is completed by the employee.
- Both the line manager and employee confirm delivery and understanding of the Corporate Induction.
- Duration 5 minutes.

Completed Corporate Induction Plan/Checklist is returned to Safety and Training Manager.

Corporate Induction Guidance Notes

The aim of the following guidance notes is to assist line managers to produce and deliver an effective induction programme at a local level following the 5 steps in the Corporate Induction Process Map.

STEP 1 - Before the new employee starts

Tayside Contracts is a complex organisation and if we want employees to establish themselves quickly we need to give them guidance, support and information in a structured way, through an effective induction. Research demonstrates that an effective, planned induction within a set period of time positively correlates with retention and early productivity.

The Corporate Induction is identified as a crucial element in helping employees make an efficient and effective transition to becoming effective in their job role and becoming an established member of their team. Most importantly, it is the prime opportunity to make a positive first impression and to instil within the employee the values and ethos of Tayside Contracts.

As a line manager it is your responsibility to ensure that the Corporate Induction is properly planned within the set time period of 4 weeks from commencement of employment by following the Corporate Induction Framework:

Induction session	Time frame for attendance	Expected duration
Part 1 - Initial and Mandatory Introductions	Day 1 of employment.	5-10 minutes.
Part 2 - Core Induction	As soon as possible and within 4 weeks of joining.	60 minutes (option to deliver as individual modules).
Part 3 - On job instructions information, and training	Within 4 weeks of joining.	30 minutes (dependant on previous knowledge of employee).

STEP 2 - Initial and Mandatory Introduction

It is important that either the line manager or a delegated member of the team meets up with the employee on their first day of joining to:

- Welcome them to Tayside Contracts, go through what is expected of them and explain their induction plan/checklist.
- Provide a welcome to Tayside Contracts on behalf of the Managing Director.
- Provide a tour of the workplace and introduce them to other colleagues.
- Explain the health and safety requirements listed to ensure they can escape safely in the event of an emergency situation.
- Introduce their buddy as someone who they should contact for further information, assistance and advice out with the role of the line manager.
- Explain the scope of their duties whilst they undertake the induction programme.

The Induction Plan/Checklist covers the essential information to prepare for the employee joining and what they will need by the end of their first day of employment. Once each topic on the checklist is completed, the employee should tick against the relevant box to keep a track of progress.

STEP 3 - Core Induction

The Core Induction covers the essential corporate information each employee requires and is divided into 6 modules – (1) Welcome, (2) Corporate, (3) Safety and Training, (4) HR, (5) Payroll, (6) Equalities and Communications.

The employee will be advised on essential Tayside Contracts information. Each module MUST be delivered to each employee within their first 4 weeks of employment. Once each topic on the checklist is completed, the employee should tick against the relevant box to keep a track of progress.

STEP 4 - On Job Instructions, Information, and Training

Within the first 4 weeks of employment, the line manager should ensure employee understanding in essential policy and procedure, and fill in any gaps in understanding. This is also the time to discuss initial objectives and targets for the employee and identify any initial/mandatory learning and development needs and confirm their authorisation to carry out specific tasks and activities.

If the employee has completed any previous and relevant training, evidence and copies of certificates etc must be recorded (and returned) at this stage.

The Corporate Induction Plan/Checklist pro forma is available for each part of the organisation and covers the essential information to consider and what should be discussed after the Core Induction and by the end of their first 4 weeks of employment.

Once the points relevant to the employee have been completed in (1) Information, the line manager should tick the relevant box to and confirm understanding.

Once the points relevant to the employee have been completed in (2) Training, the line manager must obtain a copy of any of the listed qualifications and return them to the Safety and Training Manager. The line manager should also tick the relevant box to confirm understanding of the employees authorisation to carry out specific work/operate items of equipment etc.

Finally, if any additional learning has been completed during the induction process, the line manager should complete (3) On Job Instructions and initial and date any learning etc. Alternatively, a Training Registration Sheet or SWA Instruction Registration Sheet can be attached.

STEP 5 - Induction Evaluation and Feedback

Once the Corporate Induction is completed the line manager should ascertain how effective the induction process was whilst taking the opportunity to provide feedback on performance to date.

The Induction Plan/Checklist must be completed and signed by both the employee and line manager to confirm completion of the Corporate Induction and the forms returned to the Safety and Training Manager.

Completion of the checklist enables Tayside Contracts to comply with its legal requirements. It is therefore vital the induction checklists are fully completed and returned within the required timescale.