

Pol_106	<b>Staff Induction</b>
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**Life Choice is committed to making sure that those who work in our service are well prepared for what they are required to do.**

**We will provide every new staff member and/or volunteer with a timely and appropriate induction to their role, our service and our organisation so they are well prepared to undertake their duties. Where we identify any specific training and/or support needs during the recruitment and selection process, we will ensure these are met for the new staff member or volunteer.**

**All new staff members and volunteers will be provided with access to organisation policies and procedures and a formal induction into their role to enable them to:**

- understand their responsibilities and duties, how the organisation operates and what is expected of them
- settle into their role quickly, perform their duties competently and contribute effectively to the work of the organisation.

Record of policy development		
Version	Date approved	Date for review
2020/1	September 2020	September 2022

Responsibilities and delegations	
<b>This policy applies to</b>	CEOs, managers and supervisors, in relation to new staff and volunteers.
<b>Specific responsibilities</b>	Board of Directors: responsible for ensuring the organisation has systems in place to adequately induct staff into the organisation. CEO/Leader: responsible for ensuring induction is undertaken according to current policies and procedures. Direct supervisor: responsible for preparing and overseeing individual staff induction.
<b>Policy approval</b>	Quality & Risk Committee

Policy context – this policy relates to:	
<b>Standards</b>	<a href="#">Human Services Quality Standards Indicator</a>
<b>Legislation</b>	<a href="#">Human Rights Act 2019</a>
<b>References</b>	<a href="#">Qcross</a>
<b>Organisation policies</b>	Governance Policy (Charter) Code of Conduct Policy Confidentiality Policy Conflict of Interest Policy
<b>Forms, record keeping, other documents</b>	Induction (onboarding) Checklist

## Definitions:

<b>Induction</b>	the formal process of welcoming and orientating new staff and preparing them for their new role, so they understand their responsibilities and the organisation's requirements, processes and expectations.
<b>Staff</b>	employees, contractors and volunteers who work for the organisation. Employer responsibilities to staff can differ depending on the employment relationship and the work performed, so organisations need to adjust induction processes to address the status of staff.

## Procedures:

The HR Administrator (or in the case of contractors, the WHS Officer) will be responsible for ensuring that all new staff employees, and volunteers receive formal induction and orientation to the organisation and their duties.

The HR Administrator and relevant Leader will:

- prepare induction kits for new staff members, to include:
  - organisation background, purpose and philosophy
  - legal requirements and organisation-wide policies (e.g. anti-discrimination, workplace ethics and behaviour, workplace health and safety, performance management)
  - review of the terms and conditions of employment (e.g. work hours, supervision, leave entitlements, any special conditions of employment)
  - organisational structure
  - expectations (e.g. dress code, workplace attendance, use of email and mobile phones)
  - building orientation, including evacuation procedures
  - pay procedures and payroll details
  - introduction to key members of staff
  - specific job/role-related information
  - an overview of line management and reporting procedures
  - an introduction to policies and procedures
  - induction checklist of items
- tailor the induction program to meet the specific needs of different roles and individual staff, and any immediate training and support needs identified during the recruitment process
- encourage the new staff member to bring new ideas to the role and organisational processes
- commence the induction program on or near the first day of employment
- if required, assign a buddy who will provide general support (e.g. answer general questions, introduce other staff, provide solutions and referrals to resolve administrative needs)
- regularly follow up the staff member's induction during the first week and month
- at the end of the induction period, refer ongoing development needs into performance development and management processes
- ensure that the new staff member and the appropriate Leader/supervisor sign the induction checklist on completion. This should occur within the first month.

The HR Administrator will:

- ensure that all new staff and volunteers have completed the mandatory NDIS Quality and Safeguards Commission Worker Orientation Module 'Quality, Safety and You', prior to commencing any work at Life Choice.