

INDUCTION POLICY

1. PURPOSE OF THIS POLICY

- 1.1 Disability Macarthur ('Disability Macarthur Family Support & Care') recognises the importance of induction to assist new workplace participants to settle into the workplace and to inform new workplace participants about Disability Macarthur Family Support & Care and Disability Macarthur Family Support & Care's policies.
- 1.2 The purpose of this Induction Policy is to outline the induction process that all new workplace participants of Disability Macarthur Family Support & Care will participate in on commencement of employment.

2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 01/07/2022. It replaces all other Induction Policies of Disability Macarthur Family Support & Care (whether written or not).

3. APPLICATION OF THE POLICY

- 3.1 This Induction Policy applies to employees, agents and contractors (including temporary contractors) of Disability Macarthur Family Support & Care, collectively referred to in this Induction Policy as 'workplace participants'.
- 3.2 This Induction Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for services.

4. THE INDUCTION PROCESS

- 4.1 The induction process will typically comprise 2 phases. Phase 1 involves completion of relevant paperwork such as payroll details etc. Phase 2 involves completion of an induction session that covers a range of topics about Disability Macarthur Family Support & Care.

5. PHASE 1 - PAPERWORK

- 5.1 Phase 1 of Disability Macarthur Family Support & Care's induction process involves new workplace participants completing necessary paperwork, to ensure the new workplace participant can be established on Disability Macarthur Family Support & Care's database.
- 5.2 This phase should occur on the first day of the workplace participant's employment/engagement.
- 5.3 The paperwork may include completing:
- a) an employment declaration form;
 - b) contact details;
 - c) emergency contact details;
 - d) details of banking information;
 - e) superannuation documentation;

Document Title: Induction Policy			Authorised by: Julie Blazic	
Document #: POL015	Version #: 1	Issue Date: 01/07/2022	Revision Date: 01/07/2023	Page 1 of 3

- f) tax file number declaration;
- g) SpecificPaperwork

6. PHASE 2 – INDUCTION SESSION

6.1 The second phase of Disability Macarthur Family Support & Care’s induction involves:

- a face-to-face induction session which is typically conducted by the Human Resource Manager. The sessions are run on a needs-basis; however, a new workplace participant should typically be required to attend an induction session within 4 weeks of commencing work with Disability Macarthur Family Support & Care
- an induction session which requires the workplace participant to complete printed induction materials

6.2 The induction session will typically cover:

- a) A brief history of Disability Macarthur Family Support & Care;
- b) A general outline of Disability Macarthur Family Support & Care and the future directions of the business including an outline of the various units/departments in the organisation;
- c) quality procedures;
- d) a training session on EEO, discrimination and harassment in the workplace;
- e) work health and safety, including the emergency evacuation procedure and workers compensation;
- f) telephone protocol and appropriate use of voicemail;
- g) availability of training;
- h) an outline of Disability Macarthur Family Support & Care’s computer network system;
- i) a general overview of policies with more detail on certain policies including:

6.3 At the end of the induction session, new workplace participants are required to sign a form confirming their attendance at the induction session and their understanding of the various issues covered in the induction session.

7. INTRODUCTION TO STAFF/MENTORING

7.1 The new workplace participant’s SupervisorTitle is responsible for ensuring the new workplace participant is introduced to other workplace participants.

7.2 New workplace participants should, wherever possible, be allocated a mentor to assist with transition into Disability Macarthur Family Support & Care’s business. The mentor should also acquaint the new workplace participants with the day-to-day operations of the workplace including work breaks and facilities available.

7.3 A mentor should aim to make the new workplace participant feel welcome and assist their transition into their new environment. A mentor may also impart professional and practical experience to the new recruit as part of the induction process.

8. INDUCTION INFORMATION KIT

8.1 A new workplace participant may be given an induction information kit comprising of:

- a) Phone list;
- b) Policies of Disability Macarthur Family Support & Care;
- c) Disability Macarthur Family Support & Care Business Plan;
- d) Statement of Firm Values;
- e) Reference Guides to applicable computer programs and phone system;
- f) Maps/guides to workplace area;
- g) Induction evaluation form.

Variations

Disability Macarthur Family Support & Care reserves the right to vary, replace or terminate this policy from time to time.