

Raphael Contracting Ltd. and JMS Specialist Joinery Ltd.

Induction Checklist Form

Employee Name:	Stephen Harley	Employee Position:	Labourer
Line Manager:	Steve Wright	Department:	Joinery

It is the Company's policy to provide all new employees with a full induction course. This induction checklist is designed to ensure that all relevant information is covered. The line manager should tick each point to confirm this.

The form should then be signed by the new employee and returned to <<HR Administration/name>> at the end of the induction programme to confirm that the necessary information has been received and understood.

1. INTRODUCTION TO THE COMPANY (please tick when complete)

Introduce the new employee to his/her line manager	<input checked="" type="checkbox"/>
Introduce the new employee to the rest of the team	<input checked="" type="checkbox"/>
Explain purpose of new employee's role	<input checked="" type="checkbox"/>
Explain structure of department	<input checked="" type="checkbox"/>
Explain structure of company	<input checked="" type="checkbox"/>

2. HOUSEKEEPING (please tick when complete)

Where will the new employee sit?	<input type="checkbox"/> N/A
Point out kitchen, washing facilities, toilets	<input checked="" type="checkbox"/>
Explain office security arrangements	<input checked="" type="checkbox"/>
Explain restrictions re: use of phone/mobiles/social media	<input checked="" type="checkbox"/>
What are arrangements re payment of salary? How/when will the employee be paid?	<input checked="" type="checkbox"/>
Has all new joiner documentation been provided/completed/signed?	<input type="checkbox"/>
Confirm holiday entitlement and process to follow when booking holiday	<input checked="" type="checkbox"/>
Explain dress standards	<input checked="" type="checkbox"/>
Confirm procedure to be followed in the event of sickness or other absence	<input checked="" type="checkbox"/>

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3. HEALTH AND SAFETY (please tick when complete)

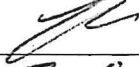
Procedure in the event of fire (alarms, fire exits, fire extinguishers)	<input checked="" type="checkbox"/>
Procedure in the event of an accident	<input checked="" type="checkbox"/>
Location of first aid box/accident book	<input checked="" type="checkbox"/>
Who are designated first aiders?	<input checked="" type="checkbox"/>

4. STAFF POLICIES

Has the new employee received the following Company Policies and have they been explained to him/her?

Grievance Procedure	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Disciplinary Policy and Procedure	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Harassment and Bullying Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sickness & Absence Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Health & Safety Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Environmental Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Quality Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IT and Internet Use Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	

I confirm the induction course has been completed:

Line Manager Name:	S. WRIGHT
Signature:	
Date:	7.6.21

I confirm the induction course has been completed and that I have received and understood the information set out above:

Employee Name:	S. HORLEY
Signature:	S. Horley
Date:	7.6.21

When Induction Checklist Form is complete, please send it to the XX Manager

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