



INDUCTION (STAFF) POLICY

PURPOSE

The purpose of this policy is to set guidelines for inducting and supporting new staff members to become effective and valued members of the team.

The Bass Valley Community Group Incorporated will ensure that new staff members are, at commencement, well informed about the House's background, purpose and philosophy, and the policies, procedures and operational requirements of the workplace. In addition, new staff members will be provided with information on their responsibilities and duties to be able to settle in quickly and contribute to the work of the House.

POLICY

The Bass Valley Community Group Committee of Governance will ensure that new staff members are provided with a timely, formal induction and orientation to the House as an organisation, to the workplace in which they will operate, to their duties and their delegated authority and responsibilities.

PROCEDURE

1. Begin the induction program when the new staff member starts and not later than two weeks after commencement.
2. In addition to the induction program, assign an existing staff member to mentor the new staff member and assist and support them for the first two weeks of their employment.
3. Complete all items on the induction checklist (attached) within one month of the commencement of the new staff member.

Authorised by: Bass Valley Community Group Incorporated

President: _____

Date _____

Date of Policy March 2016
Date of Review September 2017
Date of Next Review June 2020



INDUCTION CHECK SHEET PROGRAM

PRE-START TASKS

ITEM	PREPARATION REQUIRED	DONE? YES/NO	DATE
Desk	Desk and drawers clear and clean		
Computer	Email set up All necessary log-ins recorded Old/superseded files deleted Computer desktop clear House email contacts list available Staff email contacts list available		
Chair	Suitable and in good repair		
Telephone	Clean and connected Extension details updated House phone contacts list available		
Identification	Business cards order process arranged Name badge order process arranged		
Stationery	Essentials provided		

COMMENCEMENT TASKS

ITEM	INFORMATION TO COVER	DONE? YES/NO	DATE
Organisational Overview	The organisation, history and current issues The local community context Role of the Committee of Governance The Strategic Framework (DHHS) The House strategic plan Recent newsletters Services and activities Key organisational and reporting timelines The constitution Organisation chart		
Policies	Key policies Policy manual		
Position	Personal file created Contract and terms of employment		



BASS VALLEY COMMUNITY GROUP INCORPORATED

I

ITEM	INFORMATION TO COVER	DONE? YES/NO	DATE
	Position description Confidentiality Code of Ethics Probation Hours of work Time sheets Pay arrangements		
Meet the team	Staff and their roles Volunteers and their roles		
Work environment	Tour of premises Emergency procedures Emergency exit key Office access key Security and safety Office nightly shut down		
Office procedures	Mail Petty cash Phone system Computer use Travel Record keeping		
Peak body	Role of peak body Committee of Governance Handbook		