

EMPLOYEE INDUCTION MANUAL


WELCOME TO OUR TEAM



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Any changes to the induction process or business requirements are to be reflected in the Employee Induction Manual. The revision details are to be recorded below:



The latest version of this manual
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1. INTRODUCTION

Congratulations on your appointment and welcome to the team at **Insert Your Company**. We are excited that you have joined us and we look forward to a happy and successful relationship together.

This employee induction manual is intended to inform you of the conditions of employment at **Insert Your Company** and to assist you in feeling as comfortable as possible in your new position.

Your employment contract governs your legal relationship with **Insert Your Company** and in the event of any inconsistency between this manual and your contract, the terms and conditions of your contract will prevail.

Insert Your Company may amend, delete or add to any of the provisions of this manual and we will endeavour to communicate any relevant changes to you at the earliest convenient opportunity.

This manual is not designed to be exhaustive and it may not clearly explain all of its provisions or need any further information on any new or revised release of an operational manager.

Message from the Managing Director

If you wish, insert a key message from the Managing Director below.

Welcome to **Insert Your Company**! We are excited to have you join our Team.

We developed this employee induction manual to assist you with getting to know **Insert Your Company** and our processes. We go to great lengths to consistently achieve excellence in servicing the needs of our clients and consumers and we continuously seek improvements in all aspects of our performance. You shall play a key role in achieving this goal and it is our desire that this goal be shared between all levels of management and our wonderful personnel.

It is important that you read and understand the information in this manual, as it provides details of the compulsory requirements of your role.

Please note that our policies, procedures, rules and benefits, as explained in this manual, may change from time to time due to changes in the business, legislation and economic conditions determining the business. When any changes are made, every effort will be made to keep you informed.

We anticipate all personnel to be fully committed to the pursuit of the organization and we look forward to your valuable contributions.

Thank you for joining our family and welcome to the Team.

1.1. Company History

Provide some history here about where or how the company started, what it does and how it has evolved, etc.

1.2. Company Details

Insert Your Company Logo

| | |
|----------------------|-----------------|
| Company Name: | Please complete |
| Head Office Address: | Please complete |
| Postal Address: | Please complete |
| Phone: | Please complete |
| Email: | Please complete |
| Website: | Please complete |

Insert Your Company organizational chart here, if applicable.

1.3. Core Values

Provide an explanation of the company's core values and beliefs.

Insert Your Company is a stable, profitable business built on family values.

We strive every day to conduct our business with:

- Honesty, integrity and trustworthiness
- Innovation and good ideas
- Kindness, respect for others and responsibility
- Nurturing staff with a passion for providing the highest-level of quality service to our customers
- Add or change core values as needed.

TERMS AND DEFINITIONS

| Term | Definition |
|-----------|--|
| | Anything or any action, substance or process in the work environment that has the potential to cause an injury, illness or harm. |
| | Is an unplanned event resulting in, or having a potential for, injury, ill health damage or other loss. |
| Procedure | A specified way to carry out an activity or process. |
| Process | A set of interrelated or interacting activities which uses inputs to deliver outputs. Processes are how Insert Your Company typically operates on a daily basis. |
| Record | Document(s) stating results achieved or providing evidence of activities performed. |

| Term | Definition |
|------------------------|---|
| Risk | The likelihood of a negative effect. |
| Risk Assessment | The overall process of risk identification, risk analysis and risk evaluation. |
| Worker | An employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience. May also be referred to as 'personnel'. (In this manual, a worker may be referred to as 'you' or 'your'). |

3. CONDITIONS OF EMPLOYMENT

3.1. Employment Arrangements

Employees may be employed as permanent (full-time), part-time or on a casual basis. At the time of appointment, you should be informed of the terms of whether the employment is to be on a permanent, part-time or casual basis.

3.1.1. Permanent Employees

A full-time employee

- Usually works an average of 38 hours per week.
- Is on a fixed term contract or by agreement for a registered employment agreement.

3.1.2. Part-Time Employees

- Part-time employees are those employees who are engaged on a part-time basis for an average of less than 38 hours per week.
- A part-time employee is required by Insert Your Company to work in excess of the award shall be entitled to overtime in accordance with the award.
- The provisions of this manual which relate to leave shall apply to part-time employees on a pro-rata basis.

3.1.3. Casual Employees

- Casual employees are those employees who are engaged for a period (or periods) as determined by Insert Your Company, providing that each period of engagement stands alone.
- Hours of work shall not 'usually' be more than 38 per week, with each period being for a minimum of 2 hours and paid as such.
- In addition to the base hourly rate of pay, casual employees shall be entitled to overtime and allowances in accordance with the applicable award rate.