

Annexure D

INDUCTION POLICY

1. Definition

For the purpose of this policy unless the context otherwise indicates –

1.1 “induction” initiation: a formal entry into an organization or position or office.

2 Induction Policy

It is the policy of the Council to orientate all new employees to the policy, operations and business of the organisation.

3 Induction Procedure

3.1 On permanent appointments, the respective HR Manager will take full responsibility for induction:

3.1.1 The new incumbent will be introduced to his / her immediate staff / colleagues by the HR Manager.

3.1.2 The respective HR Manager shall ensure, in conjunction with the incumbent, that all appointment documentation has been completed and processed.

3.1.3 The responsible HR Manager will arrange a tour / explanation for the new incumbent of the range of services.

3.1.4 The HR Manager will explain and provide a copy of the job description relating to the new employee's specific position / job function.

3.1.5 The HR Manager will also explain and provide a copy of the Councils Human Resources Policy and Procedure Manual.

3.1.6 The Head of Department is responsible for the induction of each employee in his/her department in order to familiarise the employee with the department in which he/she has been appointed.