

JOHN READINGS PTY LTD

Policy and Procedures

POLICY TITLE:	NEW EMPLOYEE INDUCTION
ADMINISTERED BY:	DIRECTOR, HUMAN RESOURCES MANAGEMENT
APPLICABILITY:	ALL NEW EMPLOYEES

Policy Statement

In addition to their workplace orientation, all new employees shall participate in a structured John Readings induction program as soon as possible after the commencement of their employment.

Policy Objective

By participating in the induction program, new employees will gain an understanding of:

- John Readings' commitment to them,
- Their importance to John Readings,
- Their responsibilities to John Readings,
- The systems that support them,
- Where to access the information they will need.

This process facilitates the integration of new employees into John Readings, and enables them to achieve competent performance in an optimum time frame.

Procedures

- When the HR department receives job offer acceptances, new recruits are enrolled in the first induction and orientation program after they start work with John Readings,
- This program is a three-hour session coordinated by HR and held in our corporate training headquarters in Melbourne and/or Sydney,
- The program includes:
 - Introductions to key personnel of John Readings,
 - An overview of the history, vision, mission and values of the organisation,
 - Details of employee benefits,
 - Explanation of John Readings' Code of Conduct,
- Supervisors should follow-up with employees after their participation in the program to ensure that all questions are answered and that employees are clear about the organisation's expectations of them.