



INDUCTION POLICY

1. PURPOSE OF THIS POLICY

- 1.1 Gateway Group ('Gateway Group') recognises the importance of induction to assist new workplace participants to settle into the workplace and to inform new workplace participants about Gateway Group and Gateway Group's policies.
- 1.2 The purpose of this Induction Policy is to outline the induction process that all new workplace participants of Gateway Group will participate in on commencement of employment.

2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 1/3/2020. It replaces all other Induction Policies of Gateway Group (whether written or not).

3. APPLICATION OF THE POLICY

- 3.1 This Induction Policy applies to employees, agents and contractors (including temporary contractors) of Gateway Group, collectively referred to in this Induction Policy as 'workplace participants'.
- 3.2 This Induction Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for services.

4. THE INDUCTION PROCESS

- 4.1 The induction process will typically comprise 2 phases. Phase 1 involves completion of relevant paperwork such as payroll details etc. Phase 2 involves completion of an induction session that covers a range of topics about Gateway Group.

5. PHASE 1 - PAPERWORK

- 5.1 Phase 1 of Gateway Group's induction process involves new workplace participants completing necessary paperwork, to ensure the new workplace participant can be established on Gateway Group's database.
- 5.2 This phase should occur on the first day of the workplace participant's employment/engagement.
- 5.3 The paperwork may include completing:
 - a) an employment declaration form;
 - b) contact details;
 - c) emergency contact details;
 - d) details of banking information;
 - e) superannuation documentation;
 - f) tax file number declaration;

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g) Specific Paperwork

6. PHASE 2 – INDUCTION SESSION

6.1 The second phase of Gateway Group’s induction involves:

- a face to face induction session which is typically conducted by the Position Title. The sessions are run on a needs-basis, however a new workplace participant should typically be required to attend an induction session within Time Period of commencing work with Gateway Group
- an induction session which requires the workplace participant to complete printed induction materials

6.2 The induction session will typically cover:

- a) A brief history of Gateway Group;
- b) A general outline of Gateway Group and the future directions of the business including an outline of the various units/departments in the organisation;
- c) quality procedures;
- d) a training session on EEO, discrimination and harassment in the workplace;
- e) work health and safety, including the emergency evacuation procedure and workers compensation;
- f) telephone protocol and appropriate use of voicemail;
- g) availability of training;
- h) an outline of Gateway Group’s computer network system;
- i) a general overview of policies with more detail on certain policies including:

6.3 At the end of the induction session, new workplace participants are required to sign a form confirming their attendance at the induction session and their understanding of the various issues covered in the induction session.

7. INTRODUCTION TO STAFF/MENTORING

7.1 The new workplace participant’s Supervisor Title is responsible for ensuring the new workplace participant is introduced to other workplace participants.

7.2 New workplace participants should, wherever possible, be allocated a mentor to assist with transition into Gateway Group’s business. The mentor should also acquaint the new workplace participants with the day to day operations of the workplace including work breaks and facilities available.

7.3 A mentor should aim to make the new workplace participant feel welcome and assist their transition into their new environment. A mentor may also impart professional and practical experience to the new recruit as part of the induction process.

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8. INDUCTION INFORMATION KIT

8.1 A new workplace participant may be given an induction information kit comprising of:

- a) Phone list;
- b) Policies of Gateway Group;
- c) Gateway Group Business Plan;
- d) Statement of Firm Values;
- e) Reference Guides to applicable computer programs and phone system;
- f) Maps/guides to workplace area;
- g) Induction evaluation form.

Variations

Gateway Group reserves the right to vary, replace or terminate this policy from time to time.

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