



## Induction Policy

This Induction Policy applies to all Employees of the business.

The objective of the policy is to ensure all new employees receive a comprehensive and consistent induction experience.

The requirement is for all staff to comply with the Induction Policy.

Procedures (not required)

## Purpose

The purpose of this policy is to ensure that all new employees at Sydney Drafting Concepts and Designs receive a comprehensive and consistent induction experience, enabling them to integrate smoothly into the organisation, understand their role and responsibilities, and become productive members of the team. This policy sets out the guidelines for conducting the induction process to facilitate a smooth transition for new employees and to support them in their initial period of employment at Sydney Drafting Concepts and Designs.

## Objective

The objectives of the policy are:

- To provide new employees with the necessary information, resources, and support to enable them to settle into their roles and the organisation effectively.
- To ensure that new employees are aware of and understand Sydney Drafting Concepts and Designs's mission, vision, values, and strategic objectives.
- To introduce new employees to the company culture, workplace policies, procedures, and expectations, including those related to work health and safety, anti-discrimination, and privacy.
- To ensure new employees have a clear understanding of their job responsibilities, performance expectations, and career development opportunities.
- To foster a sense of belonging and commitment among new employees, enhancing employee retention and engagement.
- To facilitate the establishment of positive working relationships between new employees, their supervisors, and team members.

## Policy Requirements

In order to achieve the objectives outlined above, the following requirements must be met:

- **Induction** **Plan:**  
Human Resources (HR) will develop and maintain an up-to-date induction plan that outlines the activities, resources, and timeline for the induction process. The induction plan must be tailored to the needs of individual employees, taking into account their role, department, and any relevant previous experience.
- **Induction** **Checklist:**  
HR will provide an induction checklist to all new employees and their supervisors, outlining the key activities and information that need to be covered during the induction process.
- **Supervisors'** **Responsibilities:**  
Supervisors are responsible for ensuring that new employees complete the induction process in a timely manner, providing support and guidance as required. Supervisors must

also monitor the progress of new employees during the induction process and provide feedback to HR on its effectiveness.

- **Induction** **Training:**  
As part of the induction process, new employees must complete all mandatory training courses, including those related to work health and safety, anti-discrimination, privacy, and any role-specific training.
- **Buddy** **System:**  
HR will assign a "buddy" (an experienced employee) to each new employee, to provide additional support and guidance during the induction process. The buddy will serve as an informal point of contact and mentor, helping the new employee to navigate the organisation and settle into their role.
- **Evaluation and Continuous Improvement:**  
HR will regularly evaluate the effectiveness of the Employee Induction Policy and make any necessary improvements to ensure it remains relevant and aligned with best practices. Feedback from new employees, supervisors, and buddies will be used to inform this evaluation process.

The Director is responsible for communicating the Induction Policy to all persons working for or on behalf of the organisation and making it available to interested parties.