

# Induction Policy

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## **DOCUMENT STATEMENT:**

All Translink Group Corporate Procedural Documentation (policies, procedures and guidelines) should be consistent in terms of development, approval, implementation, communication, control and review in line with these guidelines.



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## Version Control Record

<b>Policy Owner:</b>		HR Services Manager	
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1.0	HR Services Manager	20.10.14	Induction Checklist removed – already contained in Managers Guidelines
1.1	HR Business Partner (Bus), ER Manager, HR Manager, HR Advisor (Bus), HR Advisor (Rail) HR Advisor – temp (Rail)	06.11.14	No changes recommended
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## 1. Introduction

Throughout this Policy, the words 'Translink' 'Company' and/or 'the Group' refer to all corporate entities under the ownership of the Northern Ireland Transport Holding Company (NITHC). This includes the parent company and each subsidiary either individually or taken together as a group.

## 2. Scope

Translink believes that all new employees must be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define Translink's commitment to ensure that all staff are supported during the period of induction, to the benefit of the employee and Company alike.

## 3. Purpose

It is the aim of the Company to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy, associated procedures and guidelines aim to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

The implementation of good induction practices by managers/supervisors will:

- Enable new employees to settle into the Company quickly and become productive and efficient members of staff within a short period of time.
- Ensure that new entrants are highly motivated
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Assist in developing a management style where the emphasis is on leadership.
- Ensure that employees operate in a safe working environment.

## 4. The Company's commitment

The HR Department will:

- Issue guidelines to managers to ensure the induction process is understood and managed effectively.
- Maintain and update the Induction Policy.
- Provide a checklist for managers and staff to follow during the induction period.
- Ensure there is effective monitoring of the induction process particularly in the first three months.
- Deal with any problems promptly providing an efficient service for both managers and staff.
- Review all policy, procedure and guideline documents on a regular basis.
- Provide relevant formal training courses necessary to assist the induction process.