

HR1.3 Induction and Orientation

Purpose

1. To outline SAVVY's processes for the induction and orientation of new employees to the business.

Alignment with Practice Standards

1. Module 1: Rights and Responsibilities
2. Module 2: Provider Governance and Operational Management

Legislative Alignment

1. Fair Work Act 2009

Key Responsible Executive

Chief Executive Officer

For More Support

People Manager
Your People Manager

Policy Statement

1. SAVVY places critical importance on thorough induction and orientation procedures in order to make new staff feel welcome, valued and settled into their new role. The process also aligns the employee with the company strategy, goals/KPIs and values, to set them up for success. This then forms the basis from which staff can quickly get up to speed to perform their duties effectively and begin to make a contribution to their team, the organisation and most importantly to the service users they support.

Definitions

1. Induction - Basic information provided to staff and volunteers on their day of commencement, regarding their place of employment, their duties and the service requirements.
2. Orientation - Familiarisation with the organisation as a whole and is usually completed within the first two months of employment.

Delegations

Roles	Responsibilities
Board of Directors	<ul style="list-style-type: none"> ● Endorse, comply and ensure compliance with the suite of Human Resources Policies and Procedures ● All HR responsibilities for Chief Executive Officer, SAVVY ● Act as facilitators in resolving grievances as required
CEO	<ul style="list-style-type: none"> ● Ensure company compliance with Policy and Procedure.
People and Culture	<ul style="list-style-type: none"> ● Lead and implement HR Policy and Procedures Framework Including this policy ● Develop and implement HR systems across the organisation ● Implement performance and misconduct management processes as required ● Ensures the induction and orientation of new staff, volunteers, contractors and students
Management	<ul style="list-style-type: none"> ● Comply with the suite of HR Policy and Procedures
Staff, volunteers, contractors and students	<ul style="list-style-type: none"> ● Endorse, comply and ensure compliance with the suite of Human Resources Policies and Procedures

Procedures

1. Prior to new employee's commencement date
 - a. The new employee's direct supervisor/People Manager is responsible for preparing for the induction and orientation of new employees.
 - b. Working with the People and Culture team, formal company induction and orientation is organised, as well as relevant system access.
 - c. The People Manager arranges the required Buddy Shifts, training sessions and stakeholder meetings for the new employee, in the first month to understand the organisation, services and the employee's role and responsibilities.
 - d. Prior to commencement, via the company Human Resources Information System, Employment Hero, the employee is set a relevant orientation module for their role, which includes:
 - i. Fair Work Information Statement
 - ii. National Employment Standards Fact Sheet
 - iii. The Position Description
 - iv. Employment Contract
 - v. SAVVY Code of Conduct
 - vi. NDIS Code of Conduct
 - vii. NDIS Worker Orientation Module
 - viii. Employee Registration Details Form

- ix. Employee Bank Account Details
 - x. Tax File Number Declaration
 - xi. Superannuation Preferences
 - xii. Work Eligibility Details
 - xiii. Medical disclosure statement
 - xiv. Certifications, qualifications and checks required
- e. The People and Culture team will send the new employee details of their first day, which is arranged with their People Manager. This may include a formal Company Induction, or informal induction provided by the Supervisor.
 - f. On the employee's first day, the People Manager or member of the People and Culture team greets the new employee upon arrival and arranges for an informal welcome with all staff members.
 - g. The new employee is provided an opportunity to ask details on the position description or any relevant policies before acknowledging these documents, if not already done so prior to commencement.
 - h. New employees with direct service user contact will be provided with the opportunity to shadow other staff members undertaking similar work.
2. Orientation and induction feedback
- a. One month from commencement of employment the employee and People manager meet and complete the Initial Review - Probation Review form.
 - b. Information provided in the Initial Review - Probation Review form is used to inform the expectations over the probation period and any support or development required by the employee. The form also provides an opportunity for the employee to raise any challenges or feedback and for the People Manager to address any concerns or suggestions the new employee or SAVVY may have.
3. Qualifying period
- a. A six (6) month qualification period applies to all permanent and fixed term positions. During the qualification period, the new employee and supervisor regularly meet to continue the orientation process and ensure the new employee is aware of their role and performance expectations. This period allows SAVVY and the new employee to determine suitability for the position before continuation of the employment contract.
 - b. During the qualification period SAVVY or the employee can terminate employment by providing a minimum of one week's written notice, in line with the Fair Work Act 2009.
 - c. Details of these processes are outlined in the HR1.13 Probationary Period Policy.

References to other SAVVY policies and external sources

- 1. HR1.13 Probationary Period
- 2. HR 4.1 Workplace Conduct
- 3. HR 4.2 Code of Conduct

Summary of attachments

1. Nil

Version Control

1. 1 April 2023 - New Policy Creation
2. 18 August 2023 - Update of responsibilities and system orientation modules