

Stage One Induction and Training Programme

Employee Name	
Business Location and Department	

1. Introduction

The Company views the Induction of new employees as an essential first step in the partnership between employer and employee.

The Line Manager is responsible for ensuring that the Induction Programme is carried out either directly by themselves or through nominated employees.

The following notes are designed as a source of reference for the information, which either needs to be provided to or obtained from all new employees.

2. Location of Facilities

- Responsibility: Line Manager

All new employees will need to know the location of:

- Car Parking;
- Toilets;
- Notice Boards;
- Rest Room / Kitchen;
- Designated first aider / First aid box;
- Emergency Exits and Assembly / Alarm Points;
- Waste segregation and Hazardous (if relevant) chemical storage / surface water drains / spill kits.

3. Employee Handbook and Rules

- Responsibility: Line Manager

All new employees must read and have understood the Employee Handbook and any policies relevant to their role, together with their obligations under the terms of their Contract of Employment.

It is the responsibility of the Line Manager to ensure all new employees have access to Cascade and are shown where the Employee Handbook and the Company policies are kept.

4. Introduction to Work Team

- Responsibility: Line Manager

The new employee must be introduced to their immediate work colleagues, especially the person to whom they report directly.

It is important that the new employee understands who their key contacts are, and that they have been, where possible, personally introduced to them.

5. Right to Work Checks

- Responsibility: Line Manager

Print and follow the Right to Work Check guidance that is in the documents section of the HR system (Cascade).

Obtain, check, and copy a document that is acceptable for demonstrating their permission to work in the UK.

6. Qualification Checks and Copies

- Responsibility: Line Manager and HSQE

Obtain, check, and copy all qualifications that are relevant to the employee's position and send these to HSQE to add to Evalu-8 and REFCOM software.

F-Gas and **Ammonia** certificates (if relevant) must be sent through to HSQE at the earliest convenience.

7. Driving Licence Checks / Company Vehicle Policy (if applicable)

- Responsibility: Line Manager / Fleet Management Company

NOTE: Details are sent to the employee by S G Fleet if they are relevant.

The employee, if applicable, must log on to the applied driving techniques system, to confirm that the policy has been read and understood, then the employee must complete a D906/ADD driving licence check online.

8. Compliance Training

- Responsibility: Employee

During the first 3 months of employment, employees are required to take certain compliance courses using the Dojo Online. They will receive an email to confirm which courses are required from the start of employment.

9. Core Skills Training

- Responsibility: Employee

All employees are required to book the Core Skills training programme using the Dojo Online.

There are 8 Core Skills that all employees are required to book and 11 Core Skills all managers are required to book.

10. HR System and the Secure Area

- Responsibility: Employee

The company HR system (Cascade) is self-service, and all employees will automatically receive login details and other useful information including a list of required actions to complete their details via email on their first day or in their offer letter.

Our secure area is available on our website and contains various useful information and documentation concerning HR, HSQE and Marketing. Their user account is created by our Marketing team, their username is their email address and their password and will be available to view within the access codes section of Cascade.

11. Stage 2 Induction

- Responsibility: HR and HSQE

All new employees are required to attend a Stage 2 Induction within their first 6-9 months of employment. This induction is to provide our employees with more information about the Company and its operations and allow them to meet other new employees and some key contacts within the company.

The induction is held over 2 days at our Dartford Head Office and you will be provided with more information and directly invited to the next available induction.

By signing below, you both are confirming that the Stage One Induction has been completed.

Employee

Signature: _____ Date: _____

Any comments:

Line Manager

Signature: _____ Date: _____

Any comments:

NOTE: An electronic copy of the completed Induction and Right to Work Check must be returned to the HR Department for retention on the employee's file.

This page intentionally blank.