



STAFF INDUCTION POLICY AND PROCEDURES

Policy Number:		Version:	1
Drafted by:	Strategic Finance Executive	Board approval on:	September 2023
Responsible Person:	Strategic Finance Executive	Scheduled Review Date:	September 2024

INTRODUCTION

Big Yellow Umbrella is committed to inducting all new employees, volunteers, students, and contractors into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

Induction programs which are well planned, conducted, and evaluated will enable new entrants to learn about the organisation, its culture, and the requirements of their role.

Big Yellow Umbrella uses a HR Portal called **Our Culture**, which includes induction processes for new employees, students, and volunteers.

PURPOSE

The purpose of this Policies and Procedures is to ensure that new employees, volunteers, students, and contractors have a smooth transition into the organisation and their roles.

POLICIES

The following policies come into effect from the date of approval and will apply to:

- Staff
- Volunteers
- Students
- Contractors

The above listed people will be referred to as employees in this document unless otherwise specified.

All employees will be inducted into Big Yellow Umbrella in a manner as described in the procedures set out below.

ROLES AND RESPONSIBILITIES

The Chief Operations Manager and the Strategic Finance Executive are responsible for the implementation and monitoring of all aspects of this Policy and Procedures.

The Chief Operations Manager and the Strategic Finance Executive (the Leadership Team), shall be responsible for organising the induction of all new employees, depending on their role. The task of inducting a new employee may be delegated to a responsible staff member or volunteer.

PROCEDURES

An Employment Contract (full time, part time or casual) and a position description will commence the induction of a new employee.

Our Culture HR Portal:

All new employees are required to log in to [Our Culture HR Portal](#) prior to commencing employment and sign off on:

- Reading Big Yellow Umbrella's **Company Handbook** that provides a guide to expectations and succeeding as an employee of the organisation.
- Reading **Workplace Safety**, which contains forms and procedures that ensure the Health and Safety of all employees.
- Completing the **Office Induction** and **New Employees** section which ensures workers are fully informed about the hazards and controls while working on site.
- Completing all **Induction Documents** which includes personal details, financial information, leave and timesheet templates, Superannuation and Tax details, travel claim templates, staff assets, Big Yellow Umbrella's Strategic Plan, and all key policies.
- The provision of current Working With Children's Check, Police Check, and a First Aid Certificate.
- The completion of the Common Approach Training course, as part of induction.
- Reading all Big Yellow Umbrella's policies and procedures as part of the induction period.

The Leadership Team will use the [New Employees Induction Sign Off Table](#) to ensure all induction requirements are complete and filed in the new employee's staff file.

Other induction procedures that apply:

- The Leadership Team or delegate must schedule all new employees to attend an induction on their first day of employment or engagement, nominating the area where the induction will be conducted, and ensuring all necessary resources are available including handouts, relevant policies and procedures, passwords, computer access, and somewhere physically to work from.
- In cases where a new employee cannot be inducted by the Leadership Team or the usual delegate, another responsible staff member or volunteer must be appointed to carry out the task.
- An appropriate amount of time should be used to ensure that all of the required information is communicated to the new employee, such as Work Health & Safety requirements, duties to be undertaken, dealing with clients/customers, physical layout of the site, Working with Children and Police checks so that employees can work safely and represent Big Yellow Umbrella effectively. Information from Our Culture can also be included.
- All new employees are to be introduced to the Big Yellow Umbrella team and provided with information on staff roles and contact details.
- The Leadership Team or delegate should tailor the induction program to suit the needs of the employee(s) being inducted and provide the appropriate information to the new employee(s).
- The Leadership Team or delegate is responsible for following up the employee's induction during the first week and month as indicated on the [Induction Checklist](#).
- The Leadership Team or delegate should work through an Induction Checklist for each new employee, ticking each item as it is addressed and crossing out those items not applicable.
- The new employee and the Leadership Team or delegate sign the Induction Checklist on completion.

RELATED DOCUMENTS
Access & Equity Policy
Anti-discrimination Policy
Bullying & Harassment Policy
BYU Incident Form
Clients Records
Code of Conduct Policy
Commonwealth Privacy Act 1988
Complaints Management Policy

Confidentiality and Declaration Policy
Conflict of Interest Policy
Customer Service Policy
COVID-19 Policy
Data Security Policy
Delegation Policy
Disclosure of Information Policy
Dress Code Policy
Drug & Alcohol Policy
Fitness for Work Policy
Fundraising & Competitions Policy
Gifts and Benefits Policy
Integrated Stepped Care Policy
Manual Handling Policy
LGBTIQ+ Policy
Managing Difficult Behaviours Policy
Performance Appraisal Policy
Photograph & Video Consent Policy
Privacy Policy
Recovery Orientated Care Policy
Risk Management Policy
Salary Sacrificing Policy
Secondary Employment Policy
Smoking Policy
Social & Electronic Media Policy
Staff Leave Policy
Trauma Informed Care Policy
Travel Reimbursement Policy
Volunteer Management Policy
Weel Virtual Corporate Credit Card Policy
Work Health & Safety Act 2011
Working Alone Policy
Working with Children & Young People Policy
WH&S Policy
WWCC & Police Checks

AUTHORISATION

The Board of Big Yellow Umbrella has reviewed and approved this policy.

Signature of Board Secretary: _____

Date of approval by the Board: _____

On behalf of the Big Yellow Umbrella