



Dual Seal Glass Induction Policy

Dual Seal Glass 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 the Company's commitment to ensure that all staff are supported during the period of induction, to the benefit of the employee and Company alike.

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1. It is the aim of Dual Seal Glass 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 the induction process.
2. The Company expects that the implementation of good induction practice 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, and that this motivation is reinforced.
 - 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.
 - Will reduce costs associated with repeated recruitment, training and lost production.
3. Dual Seal Glass will:
 - Issue guidelines to familiarise managers and staff with the induction process.
 - 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.
 - Review all policy, procedure and guideline documents on a regular basis.
 - Provide relevant training where necessary to assist the induction.
4. Starting a new job is a demanding and often stressful experience. Quite apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organisation, a new environment and new colleagues. The purpose of induction is to support new employees during this difficult period and to help them become fully integrated into the Company as quickly and as easily as possible.
5. Induction has benefits for all involved in the process. Employees who settle quickly into the Company will become productive and efficient at an early stage and in turn will experience feelings of worth and satisfaction.
6. It is generally recognised that new employees are highly motivated, and an effective induction process will ensure that this motivation is reinforced.

7. The Induction checklist is a very useful way of ensuring that information is imparted to new employees when they are likely to be most receptive. It avoids overloading employees with information during the first weeks whilst ensuring that all areas are covered. Managers/supervisors should ensure that these matters have been properly understood whilst the checklist is being completed, perhaps in the form of a weekly chat with the new entrant. Arrangements should also be made for the employee to visit any relevant departments with which they have regular contact in the course of their duties. At the end of the process the induction checklist should be signed by the relevant parties and placed in the member of staff's personnel file.
8. Preparations should be made for the arrival of the new entrant well in advance, for example, arrangements should be made to provide PPE, clock in code, lockers etc.
9. Most new employees tend to be concerned primarily with two matters:
 - a) whether they can do the job and
 - b) how they will get on with their new colleagues.
10. It is therefore important to introduce them to their new workplace and colleagues at the earliest opportunity. An introductory talk will be appropriate at this time and can be combined with the provision of general information and exchanging any necessary documentation. This talk should be as brief as possible, because the employee is unlikely to be receptive to detailed information at this stage and should be conducted by someone who is well prepared and has sufficient time available. Managers/supervisors should refer to the Induction Checklist and use it as a basis for discussion thus ensuring all documentation is complete.
11. A tour of the workplace should be arranged for the new entrant allowing production to be viewed as a whole and the recruit to see where he/she fits into the organisation.
12. The new entrant will want to get to know his/her colleagues and quickly become part of the team and time should be made for this process. Colleagues should be briefed on the new entrant's arrival. If possible one of the new entrant's colleagues should be nominated to ensure that he/she has every assistance in settling in quickly. 14. Induction programmes must be geared to the individual's needs. Some of the more obvious new members of staff requiring special attention are as follows:
13. Induction can be said to end when the individual become fully integrated into the organisation. Of course, there is no set timescale within which this will happen and follow up is essential. Giving new employees the opportunity to ask questions several weeks into employment can be useful, and the induction checklist will provide this opportunity. In some areas, such as understanding wider aspects of the organisation, follow up after several months may be appropriate.

This document explains the Company induction process and how this will be carried out in practice. Your inductions will be carried out in two stages as follows:

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- 1) Induction Checklist
- 2) Company History
- 3) Personal Details
- 4) Bank Details Form
- 5) Reference Request form
- 6) Proof Of eligibility to work in the UK
- 7) P45/P46
- 8) Pre-Employment Medical Questionnaire.
- 9) Night Shift Questionnaire.
- 10) 48 Hour Maximum Average Working Week.
- 11) Emergency Procedure.
- 12) Fire Call Points and Extinguisher Locations.
- 13) Fire Extinguisher Use list
- 14) First Aid.
- 15) Training Policy.
- 16) Health and Safety Statement Policy.
- 17) Hazard / Incident Report Form
- 18) Employee Safety Handbook Location / Memo Issuing Health & Safety Policy
- 19) Safe Systems of Work.
- 20) Personal Protection Equipment Issue and Training.
- 21) PPE Receipt.
- 22) Glass and Handling.
- 23) Health and Safety Induction Checklist.
- 24) Quality Policy.
- 25) The Object of Quality.
- 26) Quality Systems Induction Checklist.
- 27) Young Persons
- 28) Death in Service Form

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1. Contract of Employment
2. Holiday Entitlement/ Booking Procedure
3. Lateness / Absence / Sickness Procedure
4. Location of immediate work environment & colleagues
5. Tour of Premises, toilets, break areas and locker room

Signed: *N-D. Meredith*

Date: 06/11/2020

Position: Managing Director