



NURTURE + STRENGTHEN + CONNECT OUR COMMUNITY

INDUCTION AND ORIENTATION POLICY

New Employees

Visiting Personnel

Volunteers

Interns | Work Placement | Students

POLICY STATEMENT

The LIVEfree PROJECT induction process will ensure that all new personnel and volunteers are provided with a thorough induction to the organisations facilities, along with an overview of any relevant health and safety requirements, codes of practice and any other operating requirements.

It is the responsibility of the Coordinator / day Staff to ensure that all new personnel are provided with the necessary information and guidance so they can perform their role safely and effectively and feel welcome to the LIVEfree PROJECT.

At the conclusion of the induction process, the intended aim is that new personnel will have a genuine and sound understanding of:

- Their role within LIVEfree PROJECT
- The requirements of their position as outlined in their position description document
- The conditions of their employment, as outlined in the employment contract and any other relevant guidelines and procedures

Coordinator / day staff have a responsibility for overseeing and guiding the work of all new personnel and will ensure that the following occurs:

- Personnel have signed appointment documentation and the position description, confirming acceptance of the terms and conditions of employment offered prior to commencement of employment
- Personnel are given the opportunity to become acquainted with and discuss any issues relating to the terms and conditions of employment. Personnel must be given instruction on how to access to all relevant policies including any Code of Conduct
- An overview is given of Work Health and Safety issues, rules and procedures
- Personnel are introduced to the Finance Manger via email to arrange the method of payment of salaries, any payroll deductions and the completion of the necessary forms

- Personnel are given a tour of their work environment and shown the amenities, fire exits, and other important locations
- Personnel have a clear understanding of the level of performance expected of them
- Personnel know where, what time and to whom they are to report to
- Book a time for your walk-through induction on site by emailing the project coordinator rachel@livefreeproject.org.au or the info@livefreeproject.org.au