



Induction Policy

It is the policy of Redmond Group Ltd ("the Company") to provide all employees, whether temporary or permanent, with an induction. The induction process will vary in terms of length and content in order to meet the needs of the individual employee and the role he/she will be fulfilling. The process will comply with the Company's Equal Opportunities Policy and adjustments to the process will be made when required to ensure that no new employee is disadvantaged.

The induction process is overseen by the employee's line manager. They will provide the new employee with information about the Company and his/her job, including: structure of the company and the department/team; the role and its key responsibilities; fire and health & safety policy and procedures; expected standards of behaviour; probationary periods; and all company policies.

The line manager will complete the induction checklist to ensure all necessary information is covered. It is the line manager's responsibility for ensuring that a new employee is successfully inducted. On completion, the induction checklist will be returned to the HR department. The line manager will hold a review meeting with the new employee at the end of the first month of employment to discuss progress, set objectives and obtain feedback on the induction process, using the induction feedback form.

The HR department has overall responsibility for the structure and content of the induction process within the Company.

This policy will be reviewed annually by the CEO of Redmond Group Ltd.

This policy is reviewed annually.

This policy has been approved & authorised by:

Name: Stephen Redmond

Position: Managing Director

Date: 18.02.20

Review Date: 18.02.21

Signature:

