

Skills4Stem Ltd. Induction Policy

Introduction

The purpose of induction is to ensure the effective integration of colleagues into the organisation for the benefit of all. Induction describes the process whereby new colleagues adjust to their jobs and working environment. This includes orientation and socialisation, during which new colleagues develop working relationships and find roles and identities for themselves within their teams.

Skills4Stem Ltd. believes that all new colleagues must be given timely induction training. This is regarded as a vital part of recruitment and integration into a regulated working environment. This policy defines Skills4Stem Ltd.'s commitment to ensuring that all colleagues – whether full or part time – are supported during the period of induction, to the benefit of the colleague and Skills4Stem Ltd. alike.

Aim

The aim of the Skills4Stem Ltd. induction policy is to:

- ensure that induction is dealt with in a professional and consistent manner
- enable new colleagues to settle in quickly and become productive and efficient within a short period of time
- ensure that colleagues operate in a safe working environment
- reduce costs associated with repeated recruitment, training and lost production
- convey the key implications of working in a regulated environment.

Key Principles

It is HR's responsibility to instigate, steer and facilitate the induction process and to coordinate with team managers and trainers to ensure the production of suitable and effective induction programmes for new colleagues.

It is HR's responsibility to provide a framework for induction based on the induction checklist, but allowing for specific tailoring by team managers of induction programme content to reflect individual colleague's needs.

Delivery of the induction training programme will be disseminated amongst team managers, trainers and senior colleagues and will be designed so as to ensure maximum impact and minimum training room time.

Induction will, wherever possible, commence on day one of the new colleague's employment with Skills4Stem Ltd.

It is the Board's responsibility to ensure the objective monitoring and evaluation of the induction process – including in terms of regulatory issues – and to implement changes to procedures where required.