



HGDA Farmers Market, Erf 2226, Portion 27 Ellerton Farm, Ixopo,  
Tel:039 834 2470/ 039 834 1362

## INDUCTION POLICY

<b>Approved Date:</b>	<b>Effective Date:</b>
<b>Review Date:</b>	<b>Signature:</b>

## **1. OBJECTIVES**

- 1.1. To integrate new permanent/contract employees into the Agency.
- 1.2. To acquaint employees with details and requirements of the job.
- 1.3. To familiarize new employees with the physical environment of the Agency.
- 1.4. To introduce new permanent/contract employees to the organisational culture of the Agency i.e. norms and values of the Strategic goals, Municipal legislation, Agency Policies as well as co-workers, activities and tasks of the employees.
- 1.5. To familiarize employees with the applicable employment laws, policies and collective agreements.
- 1.6. To introduce recreational and sports amenities and activities to employees.
- 1.7. To introduce employees to the strategic corporate governance tools like PMS, Budget, Agency structures, legislative environment and the broader decision-making processes.
- 1.8. To deliver a comprehensive induction package to employees.
- 1.9. To create a culture of knowledge and value inculcation.

## **2. PRINCIPLES OF ORIENTATION AND INDUCTION**

- 2.1. A positive and warm reception environment for a newly appointed employee shall be created.
- 2.2. An effective office familiarization environment shall be created for employees.
- 2.3. Direct support from the HR division shall be solicited for the achievement of this policy.
- 2.4. Direct assistance from the line Manager or Supervisor shall be rendered for ensuring seamless integration and absorption of new employee into the ranks of staff.
- 2.5. Direct and positive co-operation shall be expected from the co-workers or colleagues of the employee.

## **3. STAFF ORIENTATION**

- 3.1. The newly appointed employee will report for duty at the HR offices.
- 3.2. The new employee will be introduced to the CEO and Departmental staff on the first day of work.
- 3.3. After this the new employee will be introduced to the corporate Services Department and the rest including the office of the Mayor and Speaker.
- 3.4. After the introduction of the employee to all Departments including work stations, the employee will be taken through his/her letter of appointment or contract of employment line by line.
- 3.5. The new employee will provide all required documents to the HR division.
- 3.6. The new employee will complete and sign all forms required in terms of the applicable procedure.
- 3.7. The new employee will be free to ask any question for clarity.

- 3.8. The new employee will be given a copy of job description, conditions of service, grievance procedure, code of conduct and HR policies by HR.
- 3.9. After this exercise, the new employee will be handed over to the Manager for further orientation.
- 3.10. The Manager will take the employee through the Job description.
- 3.11. The employee will be given and shown all work resources and other facilities in the office where applicable.
- 3.12. Office supplies like stationary needed for execution of duties will be made available to the employee at his/her convenience.
- 3.13. The employee will be introduced to Health and Safety measures of the operational work environment.
- 3.14. The work expectations of the employee shall be discussed within five days of the employee having assumed duties.
- 3.15. The employee will formally be informed about his/her probation conditions.
- 3.16. The employee will be reasonably expected to comply with all work orders and safety requirements.
- 3.17. Induction workshops for all new employees will be held four times per year probably on a quarterly basis.
- 3.18. The workshop shall be organised according to the staff induction manual of the Agency.
- 3.19. The workshops will be conducted strictly according to a predetermined programme over one or two days.
- 3.20. An annual budget for induction of employees on all strategic and crucial information pertaining to the Agency affairs.
- 3.21. The induction shall amongst things cover the following items:
  - 3.21.1 Spheres of government in South Africa and their interrelations
  - 3.21.2 Council Structure, Committee Systems and Ward Committees
  - 3.21.3 Municipal Organogram
  - 3.21.4 Municipal Integrated Development Plan
  - 3.21.5 Performance Management System
  - 3.21.6 Budget

#### **4. COMMENCEMENT**

- 4.1 This policy will come into effect on the date of adoption by Council.

#### **5. COMPLIANCE AND ENFORCEMENT**

- 5.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.
- 5.2 It will be the responsibility of all Managers to enforce compliance with this policy.