

INDUCTION CHECKLIST FOR NEW EMPLOYEE

DO I HAVE A KNOWLEDGE/UNDERSTANDING OF THE FOLLOWING?	YES	NO
Mission Statement	✓	
Organisational Structure	✓	
Nature of products and services provided by Company	✓	
Who is located where	✓	
Canteen Facility	✓	
Parking Facilities	✓	
Telephone System	✓	
Stationery Requirements	✓	
Cloakrooms	✓	
Access System	✓	
Hours of Work	✓	
Letter of Appointment and Conditions of Employment	✓	
Human Resources Policies and Procedures	✓	
Adverse Event Reporting	✓	
Promotional and Marketing Code	✓	
Crisis Management	✓	
Confidential Information	✓	
Code of Conduct	✓	
Conflict of interest	✓	
Disciplinary and Grievance Procedure	✓	
IT procedures	✓	
External Communication	✓	
Internal reporting of misconduct and unlawful conduct	✓	
Finance policies, i.e. Cell Phone, Credit Cards, Cheques and creditors	✓	
Car Allowance	✓	

Employee: Emohile