



ACURA ENGINEERING

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INDUCTION TRAINING PROGRAM

Employee Name: SIVARAJ G
Date of Joining : 24-05-2016
Department : CIVIL AND FABRICATION
Designation : Project Manager
Employment: On roll
Project: Endurance Technologies Ltd

S.NO	Points on which induction is given	STATUS
1	Introduction of Company	C
2	Introduction of HR Policies: A)Attendance B) Leave c) Dress code Inside the factory shirt & shoes D) Sexual Harassment policy, E)Misconduct	C
3	Disciplinary actions to be maintained at work place	C
4	Introduction of Third party inspection services project	C
5	Scope of work	C
6	Organizational Hierarchy	C
7	Introduction to members within department & other department	C
8	Attendance Format	C
9	Medical Certificate(on time of joining, candidate should submit his medical certificate submit his medical certificate)	C
10	Vertigo Test to be done for all employees	C

Status C- Complete P – Pending

Signature of Employee

