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## Induction Training Policy

The purpose an induction policy is to ensure that all employees have the benefit of a properly structured induction programme that will help them to integrate into their role in the organisation quickly and effectively.

### 1. Induction Programme

- 1) HES policy & Safety Procedure before entering into client premises
- 2) Value of customer satisfaction
- 3) Maintenance of 5S at Workplace and around workplace
- 4) Discipline at workplace and way to handle customer

### 2. Responsibility : Site Manager

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