



## INDUCTION POLICY

Induction Programme of new employee are well planned with below details,

### **Joining Formalities: -**

Document verification will be initial part of Induction and it includes all documents related to new employees like: -

- Relieving Certificate from last Employer
- Copy of Birth Certificate/ School leaving Certificate
- Academic & professional Certificates
- 5 Recent Passport size colour photographs
- Pay slip drawn
- Appointment letter accepted and signed by last company
- Proof of identity (Passport, driving license, voter's ID card)

These documents should be photocopied and signed by the new employee which will verified by HR with original documents.

### **Induction: -**

A training given to the new employees of the company. It includes information about company, history of the Company and future plans , information about company's work, future plans and growth aspect.

Induction Coordinator has to show presentation which cover each and every information about company's rules & regulations.

The Induction Coordinator should tailor the induction program to suit the needs of the employees being inducted and provide the appropriate information to the new employees.

The Induction Coordinator should assign a "mentor" through prior information to the relevant dept. regarding new employee sitting arrangement and Mentor ,who will help induct the new employee during the first two weeks of employment. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips and be involved in giving feedback.

Induction Coordinator is responsible to schedule training in Bhiwandi factory.

Orientation: - The employee should be given a tour to all departments for more clarity about other departments function as well as introduction with existing employee.

After completion of HR procedure, HR Head will interact with new employees then Induction coordinator will take new employees to their concern department for further training.