Employee Orientation Policy



1. **Authority**

Managers and supervisors.

2. **Procedure**

The manager or supervisor will conduct the orientation, which will include:

1. Brief the new employee on the role, purpose, history and organization of the agency.
2. Review relevant policy and procedure manuals along with pertinent details of the work area (i.e. washrooms, parking, etc) for the program area with the new employee.
3. Review the Human Resource Policy & Procedure Manual with the new employee.
4. Inform the new employee of expected responsibilities and review the job description.
5. Introduce the new employee to their colleagues.
6. Inform the new employee of the Performance Evaluation.
7. Conduct orientation of administrative and financial procedures in the Agency as related to their position.
8. Ensure the employee receives a copy of the Occupational Health & Safety Policies and Procedures.
9. Ensure the employee receives a copy of the Harassment Policy HR 7.1 & Appeal Policy HR 4.6.
10. Answer questions as required.
11. Provide a copy of the Employee Handbook to the employee.