



Title	Induction Policy
Purpose	<p>Maryhill Housing (MH) believes that all new and newly promoted employees must be given timely induction. This is regarded as a vital part of employee recruitment, onboarding and development and a crucial step towards integration into the working environment. This policy defines MHA's commitment to ensuring that all new and newly promoted employees are supported during their period of induction; to the benefit of the employee and the organisation alike.</p> <p>It is the aim of MH to ensure that employee induction is dealt with in an organised, consistent and effective manner, to enable employees to be introduced into a new or newly promoted post and/or working environment quickly, so that they can contribute effectively as soon as possible.</p> <p>The MHA induction policy is supported by the Induction Procedure that sets out the elements of the Personal Induction Programme; the responsibilities of those involved in the induction process and the timescales for delivery.</p>
Scope	<p>This policy applies to all members of staff whether employees of MHA, freelance, casual or temporary agency staff, irrespective of grade, position or length of service. All are responsible for adhering to the Induction Policy.</p> <p>This policy does not form part of any employee's contract of employment and we may amend it at any time.</p> <p>This policy should be read in conjunction with the Induction Procedure, the Learning and Development Policy and the Appraisal and 1:1 Guidance.</p>
Policy Statement	<p>The document management of the Induction and Onboarding process will be paperless and will be sent and stored electronically, creating a good first impression for new employees.</p> <p>Benefits of Induction</p> <p>The advantages of an organised, consistent and effective induction process are as follows:</p> <ul style="list-style-type: none"> • It enables new and newly promoted employees to settle into their role and the organisation quickly and become productive and efficient members of staff within a short period of time.

- It ensures that new and newly promoted employees are highly motivated by their new challenges and that this motivation is harnessed and reinforced in a positive and focussed way.
- It assists in reducing staff turnover, absenteeism and poor performance generally.
- It reduces costs associated with repeated recruitment and abortive investment in learning and development.
- It assists in developing a management culture where the emphasis is on direction and support.
- It ensures that new employees operate in a safe working environment.
- It ensures that new employees feel included and respected; in line with our value of celebrating diversity.
- It supports quick alignment with organisational culture and values.

Responsibilities:

Induction is a shared responsibility between individuals, line managers and HR, for the development of staff at Maryhill Housing, and this begins with ensuring that all staff receive appropriate induction. The Induction Procedure outlines the responsibilities of each.

Personal Induction Programme

The Personal Induction Programme Path sets out a detailed timetable for completion of the onboarding process during the first 6 months of employment (**Appendix A**) All new employees will receive a Personal Induction Programme (**Appendix B**) that consists of a core induction programme and a tailored role specific programme. This document acts as a record of induction activity and is retained in the employee's personnel file.

The **core** induction programme covers the following areas:

- Personal Induction Plan
- Greet, workplace tour
- Meet the team
- IT, H & S and HR inductions
- Values training

The **role specific induction** will be tailored around the following areas:

- Organisational Understanding
- Role specific Understanding
- Managers HR induction
- Being a Manager at Maryhill
- Managers expectations
- Mandatory training

- Policies & procedures
- People to Meet
- Things to Read

Legal Compliance

The Personal Induction Programme ensures that Maryhill Housing discharges its duty of care under the Health and Safety at Work etc. Act (1974); by providing clarity around responsibilities for delivery of the Health, Safety and Wellbeing element of the core programme.

Awareness of equality and diversity is part of the Personal Induction Programme. In addition, new recruits and transferring employees may have certain needs and requests that should be taken into account. Some needs, like ‘reasonable adjustments’ to accommodate disabilities, are legal necessities. Others, such as a request for a space and/or time to pray, should also be accommodated as far as practicable. The Induction Procedure provides guidance for line managers.

Other Induction Programmes

Each induction programme must always be tailored to the individual’s needs. However, there are some employees that may require a more specialised approach for example, a school leaver, a newly internally promoted employee or those returning from a longer-term absence. It will be the responsibility of each line manager to provide the highest quality induction experience for each new or newly promoted employee.

Induction Review

Regular Personal Induction Programme reviews (check-ins) are built into the programme, and these are as follows:

When	What	Who
End of first week	Check in	LM
End of 4 weeks	Check in	LM
End of 2 nd month	Regular 1:1 arranged	LM
End of 3 rd month	3 month probation review	LM
Months 4 & 5	1:1 sessions	LM
End of month 6	Final probation meeting	LM

Evaluating the Induction Process

To ensure that our induction process is robust and delivers its aims, HR will carry out a 2 stage evaluation process.

The first stage will take place at the end of month one (**Appendix C**) followed a final review (**Appendix D**) at the end of month 3.

	All information will be used to bring continuous improvement to the induction process.
Approval	Senior Management Team – 5 th October 2023
Policy Owner	HR Manager
Review	October 2026 or updated in line with changes in legislation.