

# Goldsmith & Sons (UK) Ltd

## Induction Training Policy

1. **Introduction**
  - 1.1 The Company will provide all employees, whether temporary or permanent, with an induction course designed to integrate them quickly into the Company.
  - 1.2 An effective, well-structured, induction course has been shown to contribute significantly to motivating and retaining newly appointed employees.
  - 1.3 The induction course will vary in terms of length and content in order to meet the needs of the individual employee and the role he/she will be fulfilling.
  
2. **Equal Opportunities in the Induction Process**
  - 2.1 It is against the Company's Equal Opportunities Policy to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs.
  - 2.2 Reasonable adjustments to the induction process will be made to ensure that no new employee is disadvantaged because of his/her disability.
  
3. **Induction Checklist**
  - 3.1 During the induction process, the line manager will provide the new employee with information about the Company and his/her job, including:
    - 3.1.1 Structure of the company and the department/team;
    - 3.1.2 The role and its key responsibilities;
    - 3.1.3 Fire and Health & Safety policy and procedures;
    - 3.1.4 Expected standards of behaviour;
    - 3.1.5 Probationary periods;
    - 3.1.6 Company policies, including equal opportunities, disciplinary & grievance, sickness & absence and the Bribery Act.
  - 3.2 The line manager will complete the induction checklist to ensure all necessary information is covered. On completion, the induction checklist should be returned to the Administration Manager
  
4. **Responsibility for Induction**
  - 4.1 Responsibility for ensuring that a new employee is successfully inducted rests with the line manager.
  - 4.2 The Administration Manager has overall responsibility for the structure and content of the induction process within the Company.
  
5. **Review Meetings**
  - 5.1 The line manager will hold a review meeting with the new employee at the end of the first month of employment to discuss progress, set objectives and obtain feedback on the induction process, using the induction feedback form.