



INDUCTION POLICY

1. PURPOSE OF THIS POLICY

- 1.1 MC Jacobs Australia Pty Ltd ('MC Jacobs') recognises the importance of induction to assist new workplace participants to settle into the workplace and to inform new workplace participants about MC Jacobs and MC Jacobs's policies.
- 1.2 The purpose of this Induction Policy is to outline the induction process that all new workplace participants of MC Jacobs will participate in on commencement of employment.

2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 25/07/2022. It replaces all other Induction Policies of MC Jacobs (whether written or not).

3. APPLICATION OF THE POLICY

- 3.1 This Induction Policy applies to employees, agents and contractors (including temporary contractors) of MC Jacobs, collectively referred to in this Induction Policy as 'workplace participants'.
- 3.2 This Induction Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for services.

4. THE INDUCTION PROCESS

- 4.1 The induction process will typically comprise 2 phases. Phase 1 involves completion of relevant paperwork such as payroll details etc. Phase 2 involves completion of an induction session that covers a range of topics about MC Jacobs.

5. PHASE 1 - PAPERWORK

- 5.1 Phase 1 of MC Jacobs's induction process involves new workplace participants completing necessary paperwork, to ensure the new workplace participant can be established on MC Jacobs's database.
- 5.2 This phase should occur on the first day of the workplace participant's employment/engagement.
- 5.3 The paperwork may include completing:
 - a) an employment declaration form;
 - b) contact details;
 - c) emergency contact details;
 - d) details of banking information;
 - e) superannuation documentation;
 - f) tax file number declaration;
 - g) Specific Paperwork

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6. PHASE 2 – INDUCTION SESSION

6.1 The second phase of MC Jacobs’s induction involves:

- a face to face induction session which is typically conducted by the PositionTitle. The sessions are run on a needs-basis, however a new workplace participant should typically be required to attend an induction session within TimePeriod of commencing work with MC Jacobs
- an induction session which requires the workplace participant to complete printed induction materials

6.2 The induction session will typically cover:

- a) A brief history of MC Jacobs;
- b) A general outline of MC Jacobs and the future directions of the business including an outline of the various units/departments in the organisation;
- c) quality procedures;
- d) a training session on EEO, discrimination and harassment in the workplace;
- e) work health and safety, including the emergency evacuation procedure and workers compensation;
- f) telephone protocol and appropriate use of voicemail;
- g) availability of training;
- h) an outline of MC Jacobs’s computer network system;
- i) a general overview of policies with more detail on certain policies including:

6.3 At the end of the induction session, new workplace participants are required to sign a form confirming their attendance at the induction session and their understanding of the various issues covered in the induction session.

7. INTRODUCTION TO STAFF/MENTORING

7.1 The new workplace participant’s SupervisorTitle is responsible for ensuring the new workplace participant is introduced to other workplace participants.

7.2 New workplace participants should, wherever possible, be allocated a mentor to assist with transition into MC Jacobs’s business. The mentor should also acquaint the new workplace participants with the day to day operations of the workplace including work breaks and facilities available.

7.3 A mentor should aim to make the new workplace participant feel welcome and assist their transition into their new environment. A mentor may also impart professional and practical experience to the new recruit as part of the induction process.

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8. INDUCTION INFORMATION KIT

8.1 A new workplace participant may be given an induction information kit comprising of:

- a) Phone list;
- b) Policies of MC Jacobs;
- c) MC Jacobs Business Plan;
- d) Statement of Firm Values;
- e) Reference Guides to applicable computer programs and phone system;
- f) Maps/guides to workplace area;
- g) Induction evaluation form.

Variations

MC Jacobs reserves the right to vary, replace or terminate this policy from time to time.

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