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INDUCTION POLICY


Approved Date: 31/03/2023	Effective Date: 01/04/2023
Review Date: 06/01/2023	Signature: 

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1. OBJECTIVES

- 1.1. To integrate new permanent/contract employees into the Agency.
- 1.2. To acquaint employees with details and requirements of the job.
- 1.3. To familiarize new employees with the physical environment of the Agency.
- 1.4. To introduce new permanent/contract employees to the organisational culture of the Agency i.e. norms and values of the Strategic goals, Agency legislation, Agency Policies as well as co-workers, activities and tasks of the employees.
- 1.5. To familiarize employees with the applicable employment laws, policies and collective agreements.
- 1.6. To introduce recreational and sports amenities and activities to employees.
- 1.7. To introduce employees to the strategic corporate governance tools like PMS, Budget, Agency structures, legislative environment and the broader decision-making processes.
- 1.8. To deliver a comprehensive induction package to employees.
- 1.9. To create a culture of knowledge and value inculcation.

2. PRINCIPLES OF ORIENTATION AND INDUCTION

- 2.1. A positive and warm reception environment for a newly appointed employee shall be created.
- 2.2. An effective office familiarization environment shall be created for employees.
- 2.3. Direct support from the HR division shall be solicited for the achievement of this policy.
- 2.4. Direct assistance from the line Manager or Supervisor shall be rendered for ensuring seamless integration and absorption of new employee into the ranks of staff.
- 2.5. Direct and positive co-operation shall be expected from the co-workers or colleagues of the employee.

3. STAFF ORIENTATION

- 3.1. The newly appointed employee will report for duty at the HR offices.
- 3.2. The new employee will be introduced to the CEO and Departmental staff on the first day of work.

- 3.3. After this the new employee will be introduced to the Corporate Services Department and the rest of the Agency and the Board.
- 3.4. After the introduction of the employee to all Departments including work stations, the employee will be taken through his/her letter of appointment or contract of employment line by line.
- 3.5. The new employee will provide all required documents to the HR division.
- 3.6. The new employee will complete and sign all forms required in terms of the applicable procedure.
- 3.7. The new employee will be free to ask any question for clarity.
- 3.8. The new employee will be given a copy of job description, conditions of service, grievance procedure, code of conduct and HR policies by HR.
- 3.9. After this exercise, the new employee will be handed over to the Manager for further orientation.
- 3.10. The Manager will take the employee through the Job description.
- 3.11. The employee will be given and shown all work resources and other facilities in the office where applicable.
- 3.12. Office supplies like stationary needed for execution of duties will be made available to the employee at his/her convenience.
- 3.13. The employee will be introduced to Health and Safety measures of the operational work environment.
- 3.14. The work expectations of the employee shall be discussed within five days of the employee having assumed duties.
- 3.15. The employee will formally be informed about his/her probation conditions.
- 3.16. The employee will be reasonably expected to comply with all work orders and safety requirements.
- 3.17. Induction workshops for all new employees will be held four times per year probably on a quarterly basis.
- 3.18. The workshop shall be organised according to the staff induction manual of the Agency.
- 3.19. The workshops will be conducted strictly according to a predetermined programme over one or two days.
- 3.20. An annual budget for induction of employees on all strategic and crucial information pertaining to the Agency affairs.
- 3.21. The induction shall amongst things cover the following items:
 1. Spheres of government in South Africa and their interrelations
 2. Agency Organogram
 3. HGDA Board
 4. Agency Integrated Development Plan

5. Performance Management System

6. Budget

4. COMMENCEMENT

4.1 This policy will come into effect on the date of adoption by Board.

5. COMPLIANCE AND ENFORCEMENT

5.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps be taken.

5.2 It will be the responsibility of all Managers to enforce compliance with this policy.