



HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD

[REG. No: 2011/001221/07]

INDUCTION POLICY

Administrative Responsibility:	Chief Executive Officer
Implementing Department / Departmental Unit	Corporate Services Department

INDUCTION POLICY

POLICY DOCUMENT CONTROL

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CUSTODIAN	Corporate Services Department
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APPROVED BY	
EFFECTIVE DATE	
REVISION DATE	
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	Portfolio Committee/s-
	HGDA Board- 22 January 2025
	HGDM Council- 28 January 2025

Summary of Amendments:

Version	Author	Date	Revised Date
V1	Corporate Services Manager	10 March 2025	14 May 2025

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PREAMBLE

- 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 employees 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. 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 workstations, 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. The new employee will be given a copy of the job description, conditions of service, grievance procedure, code of conduct and HR policies by HR.
- 3.8. After this exercise, the new employee will be handed over to the Manager for further orientation.
- 3.9. The Manager will take the employee through the Job description.
- 3.10. The employee will be given and shown all work resources and other facilities in the office where applicable.
- 3.11. Office supplies like stationery needed for execution of duties will be made available to the employee at his/her convenience.
- 3.12. The employees will be introduced to Health and Safety measures in the operational work environment.
- 3.13. The work expectations of the employee shall be discussed within five days of the employee having assumed duties.
- 3.14. The employee will formally be informed about his/her probation conditions.
- 3.15. The employee will be reasonably expected to comply with all work orders and safety requirements.
- 3.16. Induction workshops for all new employees will be held four times per year probably on a quarterly basis.

- 3.17. The workshop shall be organised according to the staff induction manual of the Agency.
- 3.18. The workshops will be conducted strictly according to a predetermined programme over one or two days.
- 3.19. An annual budget for the induction of employees on all strategic and crucial information pertaining to the Agency affairs.
- 3.20. The induction shall amongst things cover the following items:
- 3.20.1. Spheres of government in South Africa and their interrelations
 - 3.20.2. Agency Organogram
 - 3.20.3. HGDA Board
 - 3.20.4. Agency Integrated Development Plan
 - 3.20.5. Performance Management System
 - 3.20.6. Budget

4. COMPLIANCE AND ENFORCEMENT

- 4.1. Violation of or non-compliance with this policy will give just cause for disciplinary steps to be taken.
- 4.2.
- 4.3. It will be the responsibility of all Managers, to enforce compliance with this policy.

5. COMMENCEMENT

- 5.1. This Policy will come into effect on the date of adoption by the Board of Directors of the Harry Gwala Development Agency (Pty) Ltd.

APPROVED BY:

NAME	SIGNATURE	DESIGNATION	DATE
Mrs. T.T. Thiyane-Magaqa		Acting Chief Executive Officer	22 May 2025