



HR DEPARTMENT
HARRISONS MALAYALAM LIMITED

INDUCTION POLICY

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Induction is a systematic process, which enables new employees to become familiar with their job, the company and the people with whom they will be working.

Purpose: To create a sense of belongingness and make the career shift effective and meaningful.

Objectives:

- Induct new employees to the Company in a positive way in line with good employment practices and align the individual to the culture of HML.
- Support new employees so that they can effectively and competently carry out their job within 30 days of joining the company.
- Form the basis for individual internal networking
- Demonstrate HML's commitment to investing in its employees.
- To reduce turnover rates amongst newly appointed employees.
- Meet the company's initial legal obligations, in particular relating to Health & Safety

Features:

- All permanent employees will be properly and fully inducted.
- All new joiners will join only on 1st or 15th of each month, to ensure that we conduct Induction process, batch-wise, and not individual-wise.
- The Manager has the ultimate responsibility for the effective induction of the newly joiners in his/her department.
- The whole process is divided into 3 parts: **Pre Joining; On Joining; Post Joining**

Pre-Joining will cover 3 specific task group (See **Appendix 1** for details along with process owners)

1. Touch Base with the new comer
2. Logistics
3. Induction Kit

On Joining: The tasks and the process owners involved is placed at **Appendix 2**.

Post Joining: Feedback Evaluation as detailed in **Appendix 3**

- The induction is underpinned by a comprehensive programme, (see **Appendix 4**) which is central to effective induction.
- Each employee is issued with a copy of hand book (**Appendix 5**) and the provision of information necessary. (See **Appendix 6 and 7** for contents of Induction Kit and Check list to be adhered to).

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- HR will spear head the process, with adequate support from the respective functional managers.
- HR shall allot a buddy to each new joinee (especially management trainees) during their induction period.
- The buddy shall ensure that the trainee has been provided with necessary training and assistance and groom him/her to the required standard before completion of the training period.

Evaluation Process

The induction process will be evaluated by participant feedback to ascertain the degree to which it meets its objective. There will be two phases of Induction Evaluation:

- First, after the Joining Induction period.
- Second, after 3 months of joining the company: The induction period is an integral part of any process of continuous development. Thus by the end of the third month in post, a review/ assessment of the employee's current skills will be undertaken by his/her manager and compared against the job profile requirements. Identified skill needs will then be addressed.

Responsibility




HR will provide necessary framework and training to all new incumbents.

It is the responsibility of HR to ensure that induction process takes place. This includes ensuring that new employees:

- Go through a structured induction programme, which will also help them to know about policies/procedures of the company.
- Are provided with induction Kit having a copy of induction programme and the handbook.
- Complete all joining formalities, effectively.

The respective managers will be responsible for determining the scope and nature of responsibilities of the new incumbent. (The same needs to be done within 15 days of joining the position).

This policy is effective with immediate effect.

Prepared by	Head Recruitment and Compensation		01.06.2010
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