

# **Staff Induction Policy**

## **Introduction**

Australian Medical Aid Foundation thereafter referred to as AMAF is committed to inducting all new employees, volunteers, and contractors into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent. Induction programs which are well planned, conducted and evaluated will enable new employees to learn about the organisation, its culture, and the requirements of their role.

## **Purpose**

The purpose of this document is to ensure that new employees, volunteers, and contractors have a smooth transition into the organisation and their roles.

## **Definitions**

New employees refer to both recruits to the company (including contractors, casuals, volunteers and temporary staff), and staff transfers and promotions.

## **Policy**

This Policy applies to employees responsible for conducting Inductions within AMAF. All employees (including contractors, casuals, volunteers, and temporary staff) will be inducted into the AMAF in a manner as described in the procedures accompany this policy document.

**Authorisation** Board of Directors

**Last Amended** 26 September 2020