



Induction policy

V1.0 November 2025

Policy statement

The purpose of the induction policy is to ensure that all employees are provided with a properly structured induction programme, providing them with key information about the Organisation quickly, in order to help them to integrate into their work with ELCAP effectively during the remainder of their probationary period.

The ELCAP induction is designed to start off by providing all new employees with the same key information. It will then be adjusted by line managers to suit the individual needs of the employee's new job role.

ELCAP is proud to be an equal opportunities employer. Employees, as well as prospective employees, will all be treated equally and fairly. The Organisation is committed to ensuring no less favourable treatment is experienced by any employee or prospective employee because of any of the protected characteristics under the Equality Act 2010.

Scope

This policy relates to all newly appointed employees of the Organisation, as well as any existing employees that move to a new job role within the Organisation. Existing employees in particular are expected to be proactive during their induction into their new job role; this may be shorter than would have been provided to a newly appointed employee. In all instances, the induction ensures that employees receive the relevant information and support from appropriate sources to enable them to apply themselves to their new job role fully.

Pre-commencement induction pack

The Organisation will provide information to employees prior to the commencement of their employment, with an information pack sent to the new employee to provide them with information to assist with familiarisation of the Organisation and the workplace location.

The information will be general high-level information on how the Organisation operates and the work done by the various departments within the Organisation. The history of the Organisation will be laid out along with the business plan and aspirations for the Organisation going forward.

Employees that have been promoted or transferred will not receive this pack.

Organisation induction

The early stages of the Organisation induction provides an expansion of the high-level information provided in the induction pack.

Day one

The aim of the induction on day one is to introduce new employees to the Organisation, and to each other. The induction programme will help employees become orientated and understand the Organisation culture so that they know what is expected of them.

Content of the induction pack that was sent to the new employees will be supplemented with copies of the Organisation's current policies and procedures. The induction will include an overview of each of the policies and attention will be drawn to key aspects.

Day two and onwards

The induction moves to the departmental level with the employee being handed over to their relevant line manager.

The remainder of this induction policy contains a generic set of possible activities to be undertaken during an induction programme. It will require tailoring by the line manager to the circumstances of the employee's new job role, and to take into account any needs for training that were identified during the recruitment process.

The departmental level induction will allow the new employee to become familiar with their new department, including an introduction to the teams and support available in the department and how the department operates generally. The line manager will set out where the new employee fits in to existing teams and how it is intended for the new employee to operate effectively within the department.

The line manager will complete the key documentation required of the new employee. Where this remains uncompleted, the line manager will ask the employee to sign the statement of main terms and conditions of employment.

The training and development plan will be set out including the arrangements for the probationary review meetings.

Arrangements for auto-enrolment to the pension plan will be covered, as well as other benefits information specific to the employee's job role.

Probationary reviews

The Organisation employs all new employees subject to a probationary period. During this period, the employee's performance will be assessed at regular intervals.

Depending on the job role, a training programme will consist of internal shadowing, internal training courses, and external training programmes and on the job training.

Mentors

All new employees commencing employment, and existing employees transferring job roles or transferring departments, will be provided with a mentor.

The mentoring process runs for the first six months of the role and may be extended by a further six months on an informal basis. Employees are encouraged to discuss the requirements with their mentor and their line manager.

Away from the periodic meetings, the mentor is available at other times should the employee have problems or queries with their job role. The mentor is not a coach but can give professional advice to employees where appropriate. It will not be appropriate for a mentor to deal with any workplace concerns or complaints, and these should be directed to the employee's line manager at first instance.

Coaching

The Organisation provides new employees with coaching from the first day of their employment, through their line manager.

Line managers will provide employees with training to ensure they have enough support to undertake their job roles. Coaching will continue during the probationary period and as necessary for a number of months after completion of the probationary period, up to one year, depending on the needs of the job role.

Line managers will support employees with coaching in relation to new tasks, processes and concepts.

Policy monitoring

The policy in relation to induction will be evaluated via feedback forms given out by the Organisation to employees during their induction. The feedback provided by employees through their probationary reviews will also be used to inform aspects of the policy.

All aspects of the policy will be evaluated and monitored on a regular basis by the to ensure the policy remains relevant to the Organisation's needs and in line with changes to the Organisation's business plan.