# Operational Policy: Induction (NAG 3)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) is committed to inducting all new employees, volunteers and contracted staff into the organisation to ensure that they have a smooth integration into their role, working environment and the BLENNZ culture. This will enable them to develop the skills and knowledge necessary to do the job to the benefit of both themselves and BLENNZ.

## Definition:

New employees includes those new to BLENNZ (permanent and fixed term) as well as staff promotions and those transferring between services.

## Policy Requirements:

1. It is the responsibility of Senior Managers to ensure that an induction programme (electronic and hard copy) is developed for their service and remains up to date with relevant information. This will be accessible on Āko Online and available to all line managers.

2. Line managers are responsible for local induction, and must keep a record of induction processes specific to their team.

3. A checklist to help guide induction conversations will be kept and accessed by managers and new employees during the induction period. This is available on group drive/Induction. A record of those who have completed Āko Online induction workshops will be kept by the Coordinator responsible for Staff Induction.

4. Where possible the induction programme will be tailored to meet the needs of the employee(s) being inducted.

5. Release time to enable the induction to take place will be provided.

6. A member of staff will act as a mentor and familiarise the new employee regarding general BLENNZ policies, processes and procedures.

7. New employees will be given access to resources that support their induction including team specific information, BLENNZ health and safety material and performance appraisal processes.

8. Employees will be responsible for completing, as far as possible, the induction process within the agreed timeframe, and will take the initiative in seeking help and advice when required.

## Supporting Documents:

BLENNZ Health & Safety Manual and BLENNZ Policy Manual

Approved:  Date: 20 May 2021

Next Review: 2024