

Induction

1. The Purpose

This policy confirms the Forestry Commission's (FC) commitment to induction as a means of supporting employees who are new to the organisation or new to role.

2. The Principles

The principles of this policy are to:

- ensure a planned induction will be provided for all employees new to the FC or new to role;
- provide a process that is flexible and can be adapted to suit the needs of the employee, the role and the local area;
- ensure that induction covers all aspects of Health and Safety in accordance with health and safety legislation; and
- provide an induction process which is non-discriminatory and in line with the FC's commitment to [Diversity & Equality](#).

3. The Policy

All employees new to the FC or role will receive induction, to help them understand the requirements of their role and FC policies and procedures. A good induction will help them to carry out their new role effectively.

Employees will receive a tailored induction plan that will be reviewed regularly and include identifying development needs.

3.1 Your Responsibilities as an Employee

You are expected to:

- meet with your manager to discuss and agree your induction plan;
- take responsibility for achieving the outcomes on your induction plan;
- read and understand Health and Safety materials issued to you; and
- participate in regular reviews with your line manager.

3.2 Your Responsibilities as a Manager

You are expected to:

- develop an induction plan for all employees who are new to the FC or new to role, using the [Induction Checklist](#) for guidance;

- regularly meet with the employee to review progress against the induction plan; and
- support the employee to achieve the outcomes of their induction plan.

3.3 Human Resources Responsibilities

Through the Learning and Development Team, Human Resources has responsibility for:

- monitoring and reviewing this policy, and associated documents;
- giving advice and guidance to managers on induction; and
- maintaining the supporting documentation.