

# Human Resources

## CORPORATE INDUCTION

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South Yorkshire  
Fire & Rescue  
WORKING FOR A SAFER  
SOUTH YORKSHIRE

# CORPORATE INDUCTION

## INTRODUCTION

1. South Yorkshire Fire and Rescue (SYFR) recognise the importance of our most valued resource, our people. We aim to attract and retain skilled and motivated people and support their development, in order that they can maximise their potential.
2. SYFR recognises the value of providing a robust corporate induction programme for all newly appointed employees. This includes employees on fixed term/, part time/ job share contracts and secondments, irrespective of hours worked.
3. This policy details the responsibility and commitment required from all parties in order to ensure a successful and positively evaluated corporate induction for all newly appointed employees.
4. SYFR nurture a culture of being open, friendly and committed, thereby supporting and creating high performing individuals and teams.
5. As a member of the Dignity at Work Partnership<sup>1</sup>, SYFR is committed to promoting a positive working environment where the dignity and respect, to which all employees are entitled, is not undermined. No employee should be treated less favourably on the grounds of race, gender or gender reassignment, disability, sexual orientation, religion or spiritual belief, colour, nationality, national or ethnic origin, marital/parental status, family ties, trade union or political belief, hours worked, or any other reason, either directly or indirectly.

## AIMS

6. The aims of the corporate induction are:
  - To introduce and welcome newly appointed employees to the organisation in a consistent and professional manner.
  - To share knowledge about the history and structure of SYFR and outline the standards and responsibilities expected of them.
  - To reinforce the aims of the mission statement.
7. The corporate induction complies with statutory legislation and mandatory requirements identified by national and local guidelines, delivered in a professional manner.
8. The policy aims to maintain a robust process to ensure all newly appointed employees and their line managers are notified of the appropriate dates of the corporate induction.

<sup>1</sup> The Dignity at Work Partnership is a partnership between the Government, Unite (the UK's largest union) and major public and private organisations. For further information on the Partnership, see [www.dignityatwork.org](http://www.dignityatwork.org)

## **CORPORATE INDUCTION**

### **STRUCTURE OF THE CORPORATE INDUCTION**

9. The corporate induction will be held on a quarterly basis, determined by the number of newly recruited employees.
10. Attendance to the corporate induction day is essential for all newly recruited employees.
11. The Human Resources Function will work in partnership with service leads and/or key individuals to design and deliver the appropriate content of the programme.
12. All newly recruited employees will receive their corporate induction as soon as practicably possible after their commencement with SYFR. This will generally be in April, August and December.
13. The corporate induction will enable all newly appointed employees to gain the relevant information required to settle in to their new posts confidently and become an active and productive team member of their department.

### **RESPONSIBILITIES**

14. The Human Resources Function will administer and facilitate the corporate induction process on a quarterly basis determined by numbers of newly appointed employees.
15. Managers will support the attendance of newly appointed employees to the corporate induction day. The Human Resources Function will notify all new employees of the date they will be required to attend.
16. If a newly appointed employee cannot attend the Human Resources Function will ensure that their name will be placed on the next scheduled corporate induction day.
17. Newly appointed employees will apply the learning and principles of the corporate induction programme during their working practice.

### **MANAGERS AND/OR KEY INDIVIDUALS**

18. Managers and/or key individuals will:
  - Work in partnership with the Human Resources Function to ensure the appropriate service lead and/or key individual delivers the corporate induction programme.
  - Work in partnership with the Human Resources Function to ensure that a professional, appropriate programme is produced for the corporate induction day.

**If you require any further guidance on this Policy, please contact the  
Human Resources Function**