



CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

INDUCTION POLICY

**POLICY ADOPTED BY COUNCIL ON 24 MAY 2005
AT ITEM MC 7.3**

Annexure D

INDUCTION POLICY

Induction Policy

It is the policy of the Council to orientate all new employees to the policy, operations and business of the organisation.

Induction Procedure

- 1.1 On permanent appointments, the respective HR Manager will take full responsibility for induction:
 - 1.1.1 The new incumbent will be introduced to his / her immediate staff / colleagues by the HR Manager.
 - 1.1.2 The respective HR Manager shall ensure, in conjunction with the incumbent, that all appointment documentation has been completed and processed.
 - 1.1.3 The responsible HR Manager will arrange a tour / explanation for the new incumbent of the range of services.
 - 1.1.4 The HR Manager will explain and provide a copy of the job description relating to the new employee's specific position / job function.
 - 1.1.5 The HR Manager will also explain and provide a copy of the Councils Human Resources Policy and Procedure Manual.
 - 1.1.6 The Head of Department is responsible for the induction of each employee in his/her department in order to familiarise the employee with the department in which he/she has been appointed.