

INDUCTION

Policy Statement

When new employees are recruited, the company will aim to help them adjust to their new environment as quickly and easily as possible so that they become integrated and productive members of the organisation from the earliest opportunity.

Procedure

Recruitment

The company recognises that the induction process begins during recruitment and selection when contact is first made with potential employees. Members of staff will bear this in mind when implementing the company's recruitment procedure. In particular, the following points will be observed.

Equal opportunities: Contract Solutions Scotland Ltd. is committed to a comprehensive policy of equal opportunities in employment in which individuals are selected and treated on the basis of their relevant merits and abilities without regard to race, religion, colour, sex, age, national origin, disability or sexual orientation, and are given equal opportunities within the company. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on grounds not relevant to good employment practice.

When an advertisement is prepared, every effort will be made to ensure that it contains a fair and accurate description of the job and the terms attached to it.

Where candidates are required to bring items such as examples of work or evidence of qualifications, this should be stated. Directions to the interview location must be provided.

Interviews will be structured and conducted in such a way as to give both interviewer and interviewee ample opportunity to assess whether the job and the candidate are well matched.

Induction

- The Office Administration will inform the Production Manager of any new employee start dates.
- The Office Administration will be responsible for the induction.
- The Office Administration will ensure that all those affected by the new employee's arrival will be informed of the starting date and arrangements will be made with the Production Manager for the initial stages of the induction programme to be put into operation. The workplace will be prepared in advance to ensure that it is clean and tidy and that all necessary supplies and equipment are provided and are in good working order. Personal storage areas should be emptied and cleaned and keys (where applicable) should be ready for handing over to the new employee.
- In planning for each induction, it will be recognised that certain categories of new employees will have particular needs (e.g. school leavers, managers, and graduates) and programmes will be adjusted accordingly.

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Zero tolerance: It is the Company's policy to promote a safe environment for its employees. We are committed to working with our employees to provide a work atmosphere free from violence, threats of violence, harassment, intimidation and other disruptive behaviour. While this kind of conduct is not common, no organisation is immune. Examples of workplace aggression or violence can include;

- Oral, electronic or written statements
- Gestures or expressions that communicate direct or indirect threat of physical harm
- Damage to property or any intentional behaviour that may cause a person to feel threatened
- Injuring another person physically
- Creating reasonable fear of injury to another person
- Using abusive or vulgar language towards another person as an insult or in anger
- The Company will not tolerate employees being in possession/concealment of any weapons, including weapons being transported in company vehicles.

Anti-bribery and corruption: This is the misuse of entrusted power for personal gain and will not be tolerated by the Company. Gifts such as flowers, vouchers, food and drink are deemed to be presents, as are event and travel tickets given to you as an individual, which are work related. Hospitality is also permitted and this includes invitations to hosted meals, receptions and events for business purposes.

Examples of bribery which will not be tolerated are;

- The offer or receipt of any gift from any person as an encouragement to do something which is dishonest, illegal or a breach of trust whilst acting for the Company
- The offer or receipt of any loan from any person as an encouragement to do something which is dishonest, illegal or a breach of trust whilst acting for the Company
- The offer or receipt of a payment from any person as an encouragement to do something which is dishonest, illegal or a breach of trust whilst acting for the Company

If at any time you are unsure of whether you can accept a gift whilst acting for the Company, you must seek advisement from your manager.

GDPR: Your details will be kept on file during your employment and be kept safe and retrievable in accordance with the Company's GDPR policies. We will not share your data with third parties unless this is in line with your employment requirements i.e. HMRC, PAYE, Pension Scheme or any other employment related party as detailed in our Data Sharing Agreement.

If you leave the employ of the Company or your contract is terminated, your details will be kept on file for the established period detailed within our Data Retention Policy.

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Statement on Worker Protection Act 2024: Workplace Behaviour Statement

At Contract Solutions Scotland Ltd., we are committed to maintaining a workplace that is inclusive, respectful, and free from inappropriate behaviour, harassment, or discrimination of any kind.

We expect all employees, contractors, and visitors to treat one another with dignity and respect. Any form of inappropriate behaviour, including harassment or discrimination based on race, gender, sexual orientation, religion, age, disability, or any other protected characteristic, will not be tolerated. If a colleague, contractor, client or visitor highlights what they deem as inappropriate behaviour, the matter will be fully investigated.

Violations of this policy will be taken seriously and may result in disciplinary action, up to and including termination of employment. We encourage anyone who experiences or witnesses such behaviour to report it promptly, knowing that all concerns will be handled confidentially and with care.

By working together, we can ensure that Contract Solutions Scotland Ltd. remains a safe and welcoming environment for everyone.

First Day of Employment

- Clear joining instructions will be issued by the Office Manager in good time for use on the employee's first working day. Where the employee is required to bring certain documents and/or equipment, this should be stated.
- The Office Administration will be available to meet the new employee upon arrival (where they are not available alternative arrangements will be put in place in advance) and carry out the induction using the Induction Checklist. Information will be given relating to:
 - The organisation
 - Company rules, policies and procedures
 - Quality Policy/information regarding AS9100 and ISO 9001
 - Grievance and disciplinary procedures
 - Health, safety and welfare
 - Relevant contact details i.e. internal telephone numbers and email addresses
 - Any PPE requirements
- An introductory site tour will be conducted to ensure that essential matters are covered. This will include health and safety (e.g. protective clothing, non-smoking areas, fire drill), the employee's own needs (e.g. site layout, location of toilets, canteen and other amenities) and an introduction to other office staff and employees.
- The employee will then be introduced to their department and, where possible, the appropriate manager will spend time with the employee in order to outline all aspects of the new employee's job putting it into a departmental and organisational context.
- The employee will be given the opportunity to ask questions and raise any matters of concern.
- The appropriate manager will arrange for one of the new employee's work group to take responsibility for the newcomer's social needs during the early stages of employment. This will include getting to

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know other staff and becoming familiar with the layout of the organisation, where facilities are located and routine during meal breaks.

Completing the Induction Process

- During the induction period, the new employee will gradually be integrated into his or her job and the organisation as a whole. Using the Induction Checklist as a guide, the Office Administration, in conjunction with the appropriate manager, will ensure that all essential information is communicated to the employee in a manner and over such a period as is considered appropriate.
- The completed Induction Checklist will be held in the employee's personal file.
- The Office Administration or other appropriate manager will conduct follow-up interviews at suitable intervals through out the probation period (forming the initial stages of the company's appraisal procedure) when the employee's progress will be monitored. This will include an assessment of levels of attainment and performance in the job, as well as an examination of related matters such as morale, attitude, timekeeping and attendance, and integration into the work group.

INDUCTION CHECKLIST

Name **Department**

Job Title **Start Date:**

SUBJECT

TICK

Company History/Quality Policy ☐

Understanding of counterfeit material / FOD ☐

AS9100 awareness ☐

Office/Site Tour/Facilities ☐

Departmental Structure ☐

Staff Dress ☐

Hours of Work (including overtime requirements)
• Start and finishing times / Lunch breaks ☐

Sickness & Absence
• Notification procedure ☐
• Self Certification ☐
• Medical Certificates ☐

Wages/Payslip
• Day of Payment/Payment Rate ☐

Days off and Holidays
• Absence Request Form ☐

Security/Storage of belongings & Mobile Phones ☐

Company Policies – where to find copies + employee code of conduct ☐

Company Policy on GDPR ☐

Health & Safety
• PPE ☐
• Fire Safety/Assembly Point ☐

Pension scheme eligibility ☐

Added to training matrix ☐

Employee Signature

Office Manager/Admin Signature

Managers Signature