1. **Summary**

Retirement Capital is keen to ensure that all its staff and contractors fully understand the nature of the company’s business and the necessity of its compliance to process and procedures. The purpose of staff induction is to formally provide the required information and to highlight specific processes and procedures, quality standards and legislation that may be important to the role.

1. **Scope**

This procedure describes the process of employing a new member of staff, whether permanent or temporary, full-time or part-time, or on contract.

1. **Responsibilities**

Department Managers are responsible for ensuring that any new starter is inducted as per this procedure and for liaising with the HR Administrator to ensure records are up to date.

The HR Administrator is responsible for maintaining the induction records and highlighting any shortcomings in application of this process.

1. **Pre-employment Procedure**
   1. All vacancies, whether permanent, temporary, contract, and either full or part time, must be budgeted and authorised by the Managing Director. A job description ([MSS REC 7.2.1](MSS_REC_7.2.1.docx)) for the vacancy or position must be completed.
   2. Competence requirements for the role are identified by the Function Manager, including with reference to any management systems with which the role is involved.
   3. Once authorised, the HR Administrator will arrange for CVs of suitable candidates to be procured via agencies, word of mouth or direct advertising. Advertisements will be placed in appropriate locations and sites. CVs of suitable matches for the position will be forwarded to the relevant Manager for review. Selected candidates will be interviewed by telephone/video then face-to-face. Aptitude tests may be given.
   4. Successful candidates will be offered terms subject to satisfactory references. Unsuccessful candidates will be politely thanked and filed for future reference for the minimum of two years.
   5. References will be taken up for successful candidates using and independent vetting agency that can provide Baseline Personal Security Standard (BPSS) checks on candidates to include:
      1. confirmation of qualifications
      2. credit reference
      3. Enhanced DBS check
      4. other security clearance if required.
2. **Post-employment procedure**
   1. All Employees/Staff offered employment will have a contract including terms and conditions of employment. The terms and conditions must include a requirement to comply with company policies and procedures for quality/health & safety, environment, information security, data protection, as appropriate.
   2. Some parts of the induction procedure may be conducted after the initial session, the induction checklist ([MSS\_REC 7.2.2](MSS%20REC%207.2.2.xlsx)) must be completed and signed by the new employee once the process is completed.
   3. Personal details required for payroll and administration must be provided on [MSS REC 7.2.2a](MSS%20REC%207.2.2a.xlsx)
   4. All forms the require signature by the employee (listed in [MSS REC 7.2.2c](MSS%20REC%207.2.2c.xlsx)) must be supplied and signed.
   5. A confidentiality clause must be included indicating that any information obtained during employment is confidential and not to be disclosed to third parties without authorisation.
   6. Any equipment or other items (assets) given to the employee must be returned upon termination.
   7. Failure to comply with requirements may result in disciplinary action.
   8. All Employees/Staff will receive an induction. The induction shall be recorded on an Induction Checklist by the HR Administrator for the employment period plus seven years.
   9. The formal induction into Retirement Capital must occur within 10 working days of the start date of the employee or contractor.
   10. Procedure:
       1. Induction training will be conducted by the responsible member of staff allocated to train the starter(s) in question.
       2. The date and time of the induction meeting must be put into the calendar
       3. At the due time, the current induction presentation must be provided to new starters.
       4. The induction checklist must be signed off.
       5. Outstanding actions remain the responsibility of the person providing the induction training until fully completed.
       6. When fully signed off the induction checklist must be added to the employee/contractor’s file.
3. **Monitoring and review**

We will continually review this policy as new sites are introduced and as UK and international law is modified.

***Document Owner and Approval***

The Director (CISO) is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

Signature: Date: 14/11/2020

**Change History Record**

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| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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