

## Onboarding Policy

22 Wilkinson Street, Sheffield, S10 2GB

First Issued	January 2025
Last review	

### 1 Introduction

- 1.1 We provide all new employees with a comprehensive onboarding programme.
- 1.2 The purpose of the onboarding programme is to provide you with the best possible start in your role, as well as to ensure that you settle in well. The onboarding process will also give you the opportunity to gain an understanding of our organisation and its values and culture.
- 1.3 We want you to enjoy working for our organisation and are committed to providing an environment where everyone can thrive.
- 1.4 This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

### 2 Scope

- 2.1 This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

### 3 What your onboarding programme will cover

- 3.1 Your Line Manager will tailor your onboarding to meet your specific needs.
- 3.2 This will vary depending on your job role, level of responsibility, previous work experience and your training needs. For example, your onboarding may cover:
  - 3.2.1 our core objectives, values, culture and priorities;
  - 3.2.2 an introduction to team members that you will be working with and individuals from the wider teams with whom you will come into contact;
  - 3.2.3 the key responsibilities of your role and how your role aligns with our goals;
  - 3.2.4 our structure;
  - 3.2.5 our social networks and committees;
  - 3.2.6 arrangements during your probationary period, including training relevant to your role;
  - 3.2.7 our health and safety procedures, including fire safety and accident reporting rules;
  - 3.2.8 documentation required by finance and HR; and
  - 3.2.9 our policies and procedures, including those concerning equality, diversity and inclusion; employee wellbeing; hybrid working; and data protection.

- 3.3 This list is not intended to be exhaustive.

### 4 How your onboarding programme will be delivered

- 4.1 Principally, our aim is to ensure that you have time to familiarise yourself with your role, and our people, equipment, systems and processes.
- 4.2 Your onboarding will be delivered by relevant people within the organisation. This will give you the opportunity to meet other individuals within the organisation.
- 4.3 You will also have regular catch-ups with your Line Manager to discuss how your onboarding is progressing and how you are settling into the organisation.

- 4.4 There are elements of your onboarding that will be conducted face to face, but some elements of the programme can, if appropriate, be conducted remotely.
- 4.5 We will ensure that you have access to the necessary technology for participating fully in any remote elements of your onboarding.
- 4.6 You should be aware that some of the tasks that you cover during onboarding may be used to review your performance, capability and suitability for the role as part of the probationary period.

**5 Buddy system**

- 5.1 We have a "buddy" system for new starters. Your buddy will be assigned to you on your start date and will help you settle into your role during the first weeks of your employment.
- 5.2 Your buddy will understand how things work across the organisation and will be able to provide you with general information, guidance on practical matters and ad-hoc support.

**6 Your feedback**

- 6.1 Although we have established ways of doing things, we want you to have an input into how your job is performed, where possible. With this in mind, we encourage you to use the onboarding process to think about and share any ideas that you have around improving our processes and procedures.
- 6.2 We will also request feedback from you at various points of the onboarding process, including your experience of the onboarding process and how you think it could be improved.

**7 Responsibility for your onboarding**

- 7.1 Your line manager will take the lead role in helping you to settle into the organisation and will ensure that other individuals contribute to your onboarding as necessary.

**8 Review**

- 8.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

**9 Definitions**

- 9.1 Ben's Centre ("we", "us", "our")
- 9.2 The Employee ("you")

**Document control box**

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