

## 2.3 Orientation Policy

### Purpose

The employer has adopted this policy to ensure that all new and recently transferred employees are provided with orientation designed to familiarize them with the services and functions of the organization and to effectively orient them to their position. Orientation will educate new employees about the organizational culture, product and procedures, as well as provide a clear understanding of expectations.

To ensure its success, the employee orientation program should be managed as a proactive, ongoing process by management. In addition to the mandatory review of the corporation's policy and procedure manual, new employees should be provided with an information package outlining the employer's guidelines and standards, employee expectations and job information.

### Scope

This policy applies to all newly hired or transferred employees and to any employees who are assigned new or unfamiliar work and/or equipment, be it on a full time or temporary basis.

Unionized employees shall adhere to their current Collective Agreement for policies governing orientation. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### Guidelines

The following areas should be covered during orientation:

- Completing paperwork, including payroll and tax forms
- Compensation and benefits
- Company background, values, goals, etc.
- Policies and procedures
- Working hours
- Lunch and break schedules
- Importance of regular attendance, punctuality
- Procedure for providing absence and tardiness notification
- Overtime and lieu time requirements
- Dress code or uniform requirements
- Scheduling time off
- Written job description
- Reporting structures
- Health and safety hazards
- Safe working practices



- Performance standards/expectations for performance appraisal
- Safety/security procedures, location of emergency equipment, emergency exit routes
- Introductions to co-workers
- Other