

INDUCTION POLICY STATEMENT

GENERAL

The Company recognises that the induction process is a vital component of staff recruitment and their integration into the workplace. This policy applies to all employees, whether they are new, returning to work, or changing roles. It ensures that employees are fully supported during their induction period, which is designed to benefit both the individual and the organisation as a whole. The process is structured to facilitate the smooth transition of staff into their new roles, ensuring they have the necessary tools, knowledge, and resources to be successful.

AIM

The primary goal of this policy is to ensure that all staff inductions are handled in a consistent and organised manner. The intention is to introduce staff to their new role and working environment efficiently, enabling them to contribute effectively and work safely from the outset.

Key Objectives:

- To ensure employees are well-supported, allowing them to settle in quickly and become productive members of the team.
- To foster a safe and compliant work environment by ensuring that employees are aware of health and safety protocols and emergency procedures.
- To ensure all necessary documentation (such as certificates, IDs, and competence cards) is collected and reviewed.
- To reduce staff turnover, lateness, absenteeism, and performance issues through a structured, supportive induction process.
- To minimise the costs associated with recruitment, training, and lost productivity.
- To ensure all employees are aware of ethical labour, modern slavery prevention (ISO 25700:2022), and Sexual Harassment.

COMMITMENT

The company's commitment to ensuring the effectiveness of the induction process is as follows:

- Provide managers and staff with clear guidelines to familiarise them with the induction process.
- Regularly review and update the induction policy and associated procedures to ensure they remain relevant and effective.
- Provide a comprehensive checklist for managers and staff to follow during the induction period.
- Continuously improved the induction process by reviewing all related documentation regularly.
- Ensure staff are trained on Modern Slavery, Sexual Harassment, Ethical Labour and exploitation.

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1. Ethical Labour

As part of the induction process, all employees must be made aware of the company's commitment to ethical labour practices. This includes:

- Ensuring all work activities align with the principles of fairness, equality, and respect for human rights.
- Understanding the company's expectations regarding transparent, responsible conduct and adherence to UK labour legislation.
- Awareness of the organisation's stance against exploitation, discrimination, unfair treatment, or any form of unethical practice within our operations or supply chain.
- Confirmation that employees understand their responsibility to report any concerns related to unethical labour to HR or senior management – email HR@reliablecontractors.co.uk

Modern Slavery

The induction programme must include clear communication regarding the company's Modern Slavery compliance obligations, including:

- A statement of zero tolerance toward modern slavery, human trafficking, forced labour, or debt bondage within the business or its supply chain.
- Overview of the company's Modern Slavery Policy, including responsibilities, reporting mechanisms, and expectations for ethical behaviour.
- Awareness training aligned with **ISO 25700:2022 Modern Slavery — Guidance for organisations**, including:
 - o recognising indicators of exploitation.
 - o understanding risk factors in supply chains and subcontracted work.
 - o promoting transparency and due diligence.
 - o the requirement for employees to immediately report concerns.
- Confirmation that all employees understand their duty to follow procedures related to supplier verification, worker welfare, and escalation pathways.

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Sexual Harassment (Workplace Conduct)

The company's Induction will cover the company's expectations for professional behaviour and respect in the workplace, including:

- A clear definition of sexual harassment, including unwanted behaviour, verbal or physical, that violates dignity or creates an intimidating, hostile, or offensive environment.
- Confirmation of the company's zero-tolerance stance.
- Explanation of how to report incidents confidentially through HR, line management, or whistleblowing channels.
- Protection from retaliation for good-faith reporting.
- Reference to both UK legislation and internal disciplinary procedures.

Policies aligned with this induction policy (This is not an exhaustive list)

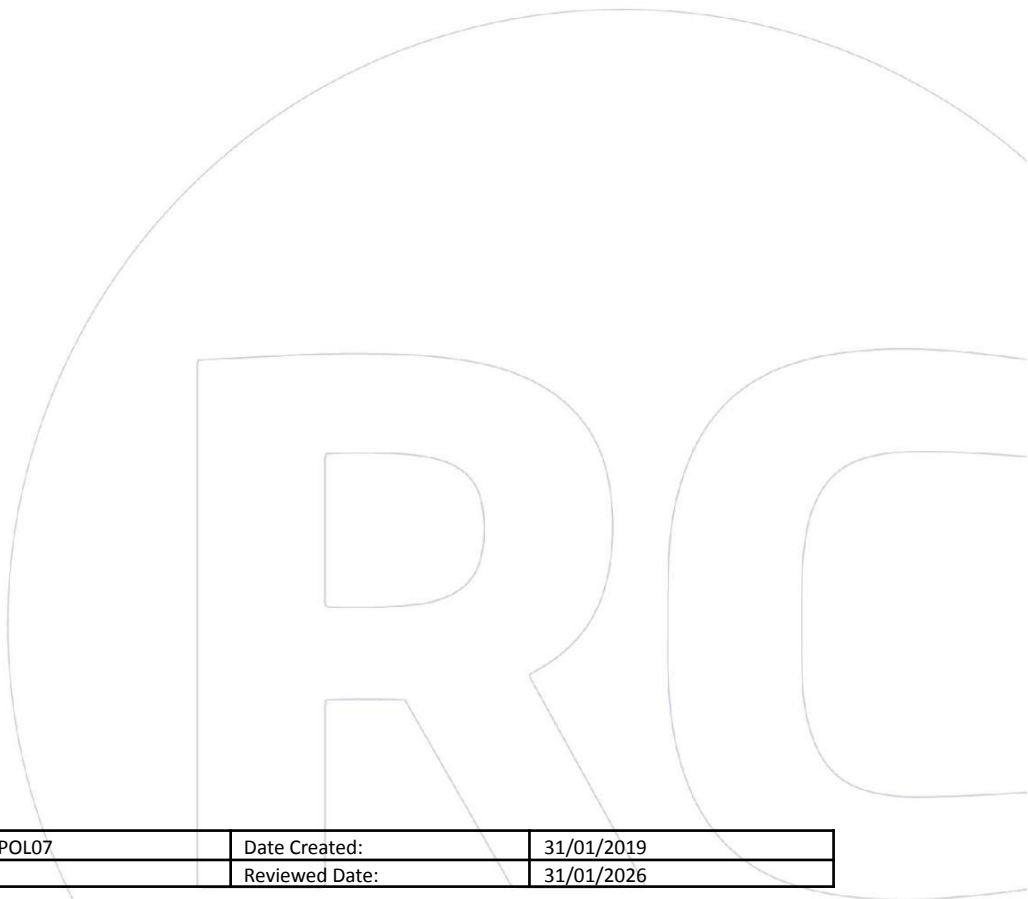
- Whistleblowing Policy
- Ethical Labour Policy
- Bribery and Anti-Corruption Policy
- Anti-Slavery and Human Trafficking Policy
- Work Safe Policy
- Sexual Harassment Policy

Signed:



B Greene
Managing Director
Dated: 31st January 2026

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