



New Employee Induction Policy

Rationale

Our vision is a world where 360 Degrees Security & Investigations Limited is recognised as a standout provider of modern, responsive, and affordable security services.

Our human resources strategy is to create a sustainable competitive advantage by aligning our people to our vision, by building a skilled, safe, and motivated workforce, while driving a work culture of professionalism and continuous improvement.

Our approach to strategy execution is to adopt the EZHR System and its policy framework to achieve our strategic HR objectives. The EZHR System is a documented people management and workplace safety system that incorporates an effective new employee induction sub-system designed to support new employees transition easily to their new roles and perform at their best.

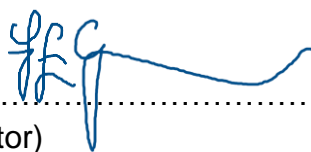
Policy Statement

360 Degrees Security & Investigations Limited shall operate an effective new employee induction system that supports new employees transition easily to their new roles and perform at their best by ensuring that every new employee understands (1) our organisation's strategic vision; (2) our organisation's duties and obligations it owes to its employees; and (3) our organisation's expectations of its employees as we pursue together the realisation of our strategic vision.

Policy Guidelines

1. New employees shall be inducted into their new roles in a systematic, timely, and consistent manner.
2. To give effect to the above clause, our organisation shall operate an induction system for new employees that shall focus on the following areas:
 - a. An introduction to key staff; and
 - b. A tour of the workplace; and
 - c. Health and safety knowledge that includes knowledge in the following areas:
 - i. The employer's health and safety duties under health and safety legislation; and
 - ii. The employee's health and safety duties under health and safety legislation; and

- iii. The employer's emergency response procedures; and
 - iv. The work hazards and risks that the new employee is likely to encounter in their new role; and
 - v. The organisation's general workplace safety rules; and
- d. Organisational knowledge about the organisation's key policies that govern expected behaviour of employees and the consequences for those employees who willfully breach a policy that has been notified to them.
3. The HR Manager shall be responsible for overseeing the new employee induction system.
4. The new employee induction system shall be that shown in the HR4A New Employee Induction Flowchart to be read in conjunction with this policy.

Signature:  Date: 1 October 2023
(Fran Gibson, Director)

Next policy review due date: 1 October 2026