**Induction Day Part 1**

Employee Name……………………………… Date……………… Location……………………………

Your induction program has been designed to help you settle quickly into your new role, by giving you all the information, training and support you may need over the first 3 weeks.

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|  | Induction Day 1 |  | Tick (as Completed) |
| 1 | Glen Induction Video\*\* | See number 8 |  |
| 2 | Line Manager and Reporting Details | Name of Line Manger and Contact Details |  |
| 3 | Your Contract and Employment Details and Job Description\*\* | See number 8 |  |
| 4 | Standard Letter of Employment\*\* | See number 8 |  |
| 5 | Pay Date & Process\*\* | See number 8 |  |
| 6 | Working Hours and Pinning Process\*\* | See number 8 |  |
| 7 | Holiday and Absence requirements  | As Detailed in Number 2  |  |
| 8 | DBS Instigated\*\* | No’s 1, 3, 4,5,6 & 8 can be found at  [Welcome to Glen Group](https://www.glengroupltd.com/welcometoglengroup) |  |
| 9 | Holiday and Absence requirements  | As Detailed in Number 3 |  |
| 10 | Client Location and Contacts | As detailed by your Line Manager |  |
| 11 | Communication – News@Glen and our Employee App & Website | Communication – News@Glen and our Employee App, Website |  |
| 12 | Fire Evacuation Procedure & Precautions | As detailed by your Line Manager. |  |
| 13 | Safety & Security of building, occupants & contents | As detailed by the Line Manager and Client Requirements |  |
| 14 | First Aid | As detailed by your Line Manager  |  |
| 15 | Health and Safety: Glen Group Policy & Site/Client Specific. | In the Blue Book (to include Manual Handling) |  |
| 16 | Accident Reporting Procedure | As detailed by your Line Manager |  |
| 17 | Company Uniform & Personal Protective Clothing | Issued in line with requirements |  |
| 18 | Cleaning Methods and Tasks \*\* | Can be found at  [Welcome to Glen Group](https://www.glengroupltd.com/welcometoglengroup) |  |
| 19 | Recruitment Approval Form | [Standard Offer of Employment Written Statement of Particulars.docx (sharepoint.com)](https://glencleaningltd.sharepoint.com/%3Aw%3A/r/sites/GlenGroup/_layouts/15/Doc.aspx?sourcedoc=%7B8B98305C-3CEF-474E-B9C3-5E90242CF9CA%7D&file=Standard%20Offer%20of%20Employment%20%20Written%20Statement%20of%20Particulars.docx&action=default&mobileredirect=true) |  |

\*\*These documents have been sent to the employee prior to induction, this should enable the employee to have an understanding on the day of the induction.

The employee has been made aware of the requirements on the Pre-Induction letter and should bring the required evidence for DBS Completion.

Managers Name: Signature: Date:

“I acknowledge the training provided and confirm that by signing, I have understood the above

Employees Name: Signature: Date:

**This completed form with attachments should be sent to Payroll.** **payroll@glengroupltd.com**