



A CULTURE OF • RESPECT •

“Are you doing enough?”

Prevention is better than cure and employers should promote a positive culture at work for everyone based on personal respect and dignity, to help prevent inappropriate behaviour in the first place. *CIPD 2019*



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Employees who feel valued, respected and integral to your business are likely to be more productive, better team workers and less likely to leave!

Inductions are the first opportunity that you have to make a crucial
FIRST and **LASTING IMPRESSION**

Offering a well-planned and thoughtful induction to your business is time well spent and is likely to save you lots of time in the future.

What if you are too busy to provide a good induction to new starters?

Providing a good quality induction is less time consuming than dealing with the knock-on effects suffered by businesses whose employees don't understand and reflect their Employer's Brand.

Each employee represents your business and the way that they behave, treat each other and work with your customers is critical in upholding your values and reputation.

Therefore, making sure that they understand your business and expectations is essential.

Some of your experienced employees might be happy to help you to induct new starts.

What is an induction?

An induction is a great way to help a new employee to feel welcome. It is your opportunity to introduce the culture and ways of working in your business as well as ensuring that they have a sound awareness of the working environment and its facilities.

A good induction will include:

- ✓ Information on organisational procedures i.e. Health and Safety, Building/s, Systems
- ✓ Awareness of Policies i.e. Equality, Anti-Bullying, Anti-Harassment, Cyber Security, Safeguarding, Health and Safety, Learning and Development
- ✓ Information about the organisation's Strategy, Mission, Values, Products and Services
- ✓ Insight into the wider team and their roles
- ✓ Job specific information i.e. departmental objectives.

Useful links:

ACAS (Advisory, Conciliation and Arbitration Service) www.acas.org.uk

CIPD – Championing better work and working lives www.cipd.co.uk/

GOV.UK – Bullying & Harassment <https://www.gov.uk/workplace-bullying-and-harassment>

If you would like more information about local organisations that can provide help and support with matters of employment legislation, including policies, managing people and general compliance please ask your Business Elevator Advisor.



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