



HUMAN RESOURCES MANUAL

TITLE: INDUCTION, PROBATION & CONFIRMATION

DOC. No. : HRM/HR/07

REV. No. : 00

DATE : 01-12.2020

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INDUCTION, PROBATION & CONFIRMATION

Induction is a systematic process, which enables new employees to become familiar with their job, the organization, and the other people with whom they will be working.

Induction is equally important for staff who moves jobs within the company across locations; as for new starters.

Objectives:

1. Introduce new employees to the organization in a positive way in line with good employment practice.
2. Begin the process of engendering a corporate culture and commitment within the organization.
3. Support new employees so that they can effectively and competently carry out their job as soon as possible while also forming the basis for their future development.

Scope:

All the new joiners in the company across locations in India.

All the existing staff transferred from one country office to the other.

Guidelines:

1. All the new joiners and transferred employees across cadres will be properly and fully inducted.
2. The department heads and Human resources have the joint ultimate responsibility for the effective induction of the Staff.
3. HR will plan, issue guidelines and facilitate implementation of the Induction Process.
4. The department head will identify and HR will facilitate for providing relevant formal training courses necessary to assist in the induction process.
5. HR will provide a formal induction checklist and ensure compliance to the same as per inputs from the different stakeholders in the process.



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6. HR will provide a formal induction checklist and ensure compliance to the same as per inputs from the different stakeholders in the process.
7. Each new joiner will be given mandatory two days of formal induction including a visit to the manufacturing location.
8. Appointment letter to be issued on within 15 days of joining. Format of approved appointment letter is enclosed as Annexure C.
9. All the facilities like laptop, Internet, as per eligibility to be made available to the employee within 2 working days.
10. The effectiveness of the induction process will be evaluated through the Induction Feedback Form and the Induction Checklist given by the new joiners, and improvisations made regularly.
11. Implementation:
 - a. First Day of the Employee: A formal welcome by HR and the department Head.
 - i. Provision for office Infrastructure including sitting place, PC etc.
 - ii. Completion of the necessary documentation and joining formalities.
 - iii. Introduction to the team.
 - b. Induction to be conducted as per the Induction Plan in compliance with the Induction Checklist.

12. Induction & Integration Process

After 'selection', and an offer being made, the next step is to ensure that the candidate joins and settles down in the organization. This is of vital importance as it impacts the productivity, longevity and retention of the candidate in the organization. The steps primarily include Induction and Integration, which is enumerated below.

13. HR Orientation on the following:-

- 1) Company history, culture, mission, values, Organization structure
- 2) Hours of work
- 3) Location of utilities
- 4) Holidays / leave
- 5) Probationary period procedure
- 6) Discipline and grievance procedure
- 7) Internet and e-mail policy
- 8) Personal presentation
- 9) Code of conduct
- 10) Salary – payment date and method



- 11) Bank account
- 12) Health & safety
- 13) First aid facilities

14. The subsequent days of the 'Induction' is spent in initiating and closing formalities like:

- a) Issue of ID card
- b) Issue of Punching Card for In/out
- c) Visiting card request (if any)
- d) Last but not the least introduction to the team

Probation & Confirmation:

- a. All the new joiners will be on probation for a period of six months of joining.
- b. They may be confirmed as regular employees upon completion of the Probation period concluding with a formal successful appraisal and recommendation by the HOD.
- c. Department Head will work closely with the new joiners on all aspects of his training, understanding and responsibilities during this probationary period.
- d. During this period the supervisor and employee should have close contact in order to promote a strong working relationship.
- e. Under unusual circumstances, in case the performance is not satisfactory the probationary period may be extended to allow the employee to become better acquainted with the job.

- f. An employee must be given written notification of any extension of probation.
- g. In case of delay of confirmation by immediate manager, employee would be deemed to be confirmed on completion of probation/training period.