## ORIENTATION POLICY

The purpose of this policy is to ensure that all employees who are beginning their employment with [Organization Name] or who have been assigned new job duties/responsibilities are provided with appropriate orientation. Our orientation process will not only orient employees to their job duties/responsibilities, but also familiarize them with [Organization Name] services and functions.

Orientation shall cover information concerning policies and procedures, occupational health and safety, as well as organizational goals. It is the policy of [Organization Name] to integrate new employees in a manner that will generate a positive and lasting employment relationship.

Orientation is also intended to provide for legislative compliance and protection of the health and safety of [Organization Name] employees and others that may work on [Organization Name] premises by ensuring that all health and safety training is conducted for employees before the assignment of regular work.

POLICY

Employees will be provided with orientation and training, as it relates to their position, beginning on their first day of employment with [Organization Name]. [Organization Name] will review the following information as it relates to the employee:

* Job description;
* Probationary period;
* Daily operations;
* General administrative procedures;
* Work hours, breaks, mealtimes and other rules;
* Call-in procedures and applicable phone numbers;
* Handling of confidential information;
* Employee expectations and goals;
* Performance goals and objectives;
* Performance review process.

[Organization Name] will provide employees with a copy of our employee handbook. The employee will be expected to review the handbook/manual. Each employee will be required to sign an acknowledgement that they have received, reviewed and understand the content of the handbook/manual. It is the responsibility of the employee to ask their immediate supervisor and/or human resources should they have any questions.

LEGISLATIVE REQUIRED TRAINING

[Organization Name] will review the necessary health and safety policies and procedures with new employees, as required by the mandated legislation. This includes, but is not limited to:

* Health & Safety policy;
* Workplace/work-related hazards that employees may encounter;
* Job-specific health and safety training (if applicable);
* Workplace Violence and Harassment policy;
* Workplace violence and harassment reporting procedure.

At a minimum each employee will also be provided with the following training, as required by the applicable mandated legislation:

* Occupational Health & Safety Awareness (for worker or supervisor accordingly);
* Workplace Violence and Harassment;
* WHMIS 2015;
* Ontario - AODA Customer Service Standard Awareness and Human Rights.